

AFSCME (Highway, Parks & EPD)
2016-2017

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PREAMBLE

The purpose and intent of the City of Manchester and the Union entering into this Agreement is to promote orderly and peaceful relations between the City and the organized employees in the Bargaining Units included in the following Agreement and to provide on behalf of the citizens of Manchester approved services in an effective and efficient manner.

ARTICLE 1
RECOGNITION

1.1 The City of Manchester, NH hereby recognizes Local#298, AFSCME, as the exclusive representative of the bargaining units contained herein for the purpose of collective bargaining with respect to rates of pay, wages, hours and other conditions of employment, other than those managerial policies referred to in RSA-273-A:1, XI, which are the exclusive prerogative of management.

Full-time, non-probationary employees in the following classifications are members of the respective bargaining units.

A. PUBLIC WORKS DEPARTMENT

1.2 HIGHWAY DIVISION

Accountant I, Accounting Specialist II, Boiler Plant Operator, Customer Service Representative I and II, Dispatcher, Drop Off Facility Worker, Drop Off Facility Supervisor, Engineering Technician I and II, Equipment Operator II, III, IV and V, Graffiti/Maintenance Worker, Highway Supervisor I, II and III, Laborer, Maintenance Mechanic, Public Services Worker I, II and III, Public Works Facilities Supervisor, Reconstruction Coordinator, Refuse Collector, Refuse Truck Driver, Scale Operator, Solid Waste Compliance Officer, Survey Instrument Person, Survey Party Chief, Survey Rod Person, Timekeeper, Utility Inspector I and II, WWTP Inspector Purchasing Assistant, Accounting Technician, Administrative Assistant I and II, Traffic Maintenance Supervisor, Traffic Maintenance Worker I and II, Traffic Sign Painter, Traffic Signals Supervisor, Traffic Signals Technician.

1.3 ENVIRONMENTAL PROTECTION DIVISION

Accounting Technician, custodian, Customer Service Rep II, Electrician II, Laboratory Technician II, Laborer, WWTP Mechanic, WWTP Operator, WWTP Pre-Treatment Inspector, WWTP Shift Supervisor.

1.4 PARKS, RECREATION AND CEMETERY DIVISION

Arborist, Carpenter, Equipment Mechanic I and II, Equipment Operator IV, Horticultural Supervisor, Irrigation Technician, Recreation Facilities Maintenance Worker, Recreation Maintenance Supervisor I, Recreation Maintenance Worker I, Ski/Aquatics Maintenance Worker Golf Course Maintenance Worker, Customer Service Representative II.

ARTICLE 2
NON-DISCRIMINATION

2.1 NON-DISCRIMINATION BY THE CITY

The City and the Departments covered by this Agreement agree not to discriminate against employees covered by this Agreement on account of membership in the Union.

2.2 NON-DISCRIMINATION BY THE UNION

The Union Officers and members agree not to discriminate in any way against employees who are not members of the Union, or to bar employees from joining or remaining in the Union, except for non-payment of dues.

2.3 The City, the Departments covered by this Agreement and the Union agree not to discriminate in any way against employees covered by this Agreement on account of religion, race, creed, color, national origin, sex, age or physical handicap, except where age or physical condition are bona fide qualifications for employment.

ARTICLE 3
MAINTENANCE OF MEMBERSHIP

3.1 Each member of the bargaining unit who, on the effective date of the execution of this Agreement, is a member of the Union, and each employee who becomes a member of the bargaining unit and the Union after that date shall continue his/her membership in the Union during the duration of this Agreement; provided, however, that an employee may at his/her discretion and in writing, withdraw his/her membership from the Union anytime within twenty (20) calendar days prior to the anniversary date of execution thereafter.

3.2 Members of the bargaining unit who are not members of the Union shall be required to pay agency fees, in lieu of union dues, to the Union.

3.3 Should there be a dispute between an employee and the Union over the matter of an employee's Union membership, or agency fees, the Union agrees to hold the City harmless in any such dispute.

3.4 The Union shall post notices on departmental bulletin boards thirty (30) calendar days prior to the anniversary date of contract execution.

ARTICLE 4
DUES DEDUCTION

4.1 The City agrees to authorize the deduction of Local 298 dues from each employee who has signed an authorization and send said dues along with a statement indicating who has paid dues to: The Treasurer of Local 298, AFSCME.

4.2 The Union will keep the City informed of the correct name and address of the Treasurer of Local 298, AFSCME.

4.3 This deduction of dues shall be made on a weekly basis and shall be sent monthly to the Treasurer of Local 298, AFSCME.

4.4 If any employee has no check coming to him/her, or if his/her check is not large enough to satisfy the dues then no deduction will be made from that employee. In no case will the City attempt to collect fines or assessments for the Union beyond the regular dues.

4.5 The City will notify the Treasurer of Local 298, AFSCME, in writing within two (2) working days of the cancellation of dues deduction by an employee who had previously signed an authorization for said deduction.

ARTICLE 5
SENIORITY

5.1 There shall be two types of seniority:

- (a) Department Seniority
- (b) Classification Seniority

Department Seniority shall relate to the time an employee has been continuously employed by the Department.

Classification Seniority shall relate to the length of time an employee has been employed in a particular grade classification.

5.2 Department Seniority shall prevail in matters concerning layoffs and rehiring. Qualified and available permanent employees shall be reinstated before new employees are hired.

5.3 Department Seniority shall be the type considered in matters concerning "promotions" and "transfers" as set forth in Article VI of this Agreement.

5.4 No employee shall have the right to replace another employee in any classification by virtue of Department Seniority alone, except that, in the event of a permanent lack of work in any classification, those employees concerned in that classification shall be assigned to the same or next lower classification for which they are qualified and for which they have Department Seniority. Where applicable, such employees shall retain their same rate of pay for a period of 12 months from the date of such reduction in classification and pay grade. After 12 months the employees will be reduced to the proper pay step in the lower pay grade.

Displaced employees in those lower classifications shall have the same rights of reassignment as referred to in this Section 5.4.

5.5 Upon receiving a promotion an employee's name shall be entered at the bottom of that particular classification seniority list to which he/she has been promoted, regardless of his/her Department seniority, and he/she shall be considered to be the junior or youngest employee in that classification regardless of the Department seniority of other employees already in that job, until such time as other promotions are made into this classification. New promotions shall be entered at the bottom of that particular classification seniority list concerned.

ARTICLE 5 - SENIORITY (continued)

5.6 Until an employee has served the initial probationary period, it shall be deemed that he/she has no seniority status, and he/she may be discharged or laid off with or without cause, and such discharge or layoff shall not be subject to the grievance procedure.

5.7 Upon appointment to a regular full time position, the first six months of service in the position shall be considered the initial probationary period.

In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of 12 months' probation.

In the event an employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he or she shall be separated from service except in the case of a promotional probationary period, all efforts will be made to return said employee to his or her former position if such position is available.

5.8 An employee shall not forfeit seniority during absences caused by:

(a) Illness resulting in total temporary disability due to his/her regular work with the Department involved, certified to by an affidavit from Workmen's Compensation Carrier.

(b) Illness not the result of his/her misconduct, resulting in total temporary disability, certified to by a physician's affidavit every three months.

(c) Maternity /FMLA Approved Paternity Leave will not affect the seniority of an employee.

5.9 An employee shall lose his/her seniority for, but not limited to the following reasons:

(a) If an employee is discharged and if such discharge is not overruled by an appropriate authority.

(b) If he/she resigns.

5.10 The employees' present classification seniority as of the effective date of this contract, shall be the only type of seniority considered for the purpose of establishing

the classification seniority system called for in this Article. This classification seniority must have been continuous in nature to merit consideration under this section.

5.11 The preparation and maintenance of the Department and Classification Seniority Rosters shall be the responsibility of the City, approved by the Union, and is to be a part of this Agreement. The Department and Classification Seniority lists are to be drawn up and posted once a year in January.

ARTICLE 6
PROMOTIONS AND TRANSFERS

6.1 The Departments reserve and shall have the right to make promotions and transfers primarily on the basis of qualifications, ability and performance of duty, but shall be governed by departmental seniority where equal qualifications, ability and performance of duty, as determined by the Department, have been demonstrated.

When a position becomes vacant as the result of a promotion or retirement, the Department, within thirty (30) days shall notify the Union in writing of its intentions regarding the filling of the vacancy. This notification shall be advisory only and shall not be subject to the grievance and arbitration provisions of this Agreement.

6.2 Jobs to be filled through promotion shall be posted on the department bulletin boards in which the vacancy occurs for a period of five (5) working days.

Management shall make a determination of the filling of such posted position no later than 30 working days after the close of the posting period.

6.3 After an award is made of a promotion the name of the person promoted shall be posted for five (5) working days following said award. Employees may file a grievance within eight (8) working days of the date posted, in accordance with the grievance procedure.

6.4 Vacancies in management positions which are excluded from the bargaining units shall be posted on the departmental bulletin boards, provided, however, that appointment to these positions shall not be subject to the grievance procedure of this contract.

6.5 Wherever possible, promotions shall be made from the ranks of regular employees who are employed by the department in which the vacancy occurs.

6.6 Employees in the Department where the vacancy occurs who are absent during the entire posting period shall be automatically placed on the list for consideration for the position(s); provided, however, that such employees may, at his/her discretion, have his/her name removed from the list within five (5) work days of returning to work.

6.7 When a question as to the proper person having been chosen to fill any job arises and it cannot be resolved it will be settled by using the grievance procedure in Article 30.

ARTICLE 6 - PROMOTIONS AND TRANSFERS (continued)

6.8 Job posting shall include job specifications, rate of pay, job location, the shift and also if the job is permanent with a permanent rating.

6.9 The above procedures shall be followed in all promotions, vacancies and transfers whether temporary or permanent.

6.10 If qualified candidates are not available or have not responded to the posting within a department where a vacancy occurs the job will then be posted throughout the City Departments. Preference will be given to City employees who meet the qualification, ability and performance of duty standards before seeking applicants outside the City service. Candidates from departments other than the department in which the vacancy occurs shall be notified by the department of the status of his/her application and the reason(s) for not being selected for the position. A candidate for positions in departments other than the department in which he/she is employed shall not have the right to file a grievance if not selected for such position(s).

6.11 An employee who meets the minimum qualifications and is promoted to a higher level position shall be placed in a probationary status for six (6) months in the higher position. The employee shall periodically be evaluated to determine if he/she is performing the job in a satisfactory manner. In the event an employee is not meeting the work standard the probationary period may be extended up to an additional six (6) months not to exceed a total of 12 months' probation. If an employee is not able to satisfactorily perform the higher level duties then he/she shall be reduced in status to the same classification pay grade and pay step as he/she had obtained prior to promotion.

6.12 LATERAL TRANSFERS:

An employee who has been promoted or transferred shall only be eligible for additional lateral transfers within the same pay grade after one (1) year on the job, unless the financial rewards are greater, or at the discretion of the Department Head, if he/she seeks such a lateral transfer within a shorter time period.

ARTICLE 7

WAGE RATES

7.1 Effective July 1, 2016, the salary schedule shall be increased by one (1%) including merit and longevity steps retroactive to July 1, 2016.

7.2 Not Used

7.3 Not Used

7.4 Employees will receive a step increase on their anniversary date of current position. This step increase will be subject to a satisfactory performance evaluation. An incomplete evaluation will be considered a satisfactory performance evaluation. This process may be changed at any time by mutual agreement. Evaluation step increases will stop when an employee reaches Step 13 on the included pay matrix.

7.5 Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City. See Appendix A, attached.

7.6 The longevity waiting periods for employees shall be 5-10-15-20-25-30-35-40 and 45 years of service. An increase of three-percent (3%) will take effect on the employee's anniversary date of employment.

7.7 Employees being promoted from one grade to a higher grade shall be placed on the lowest step of the new grade, which will provide for a minimum of a ten-percent (10%) increase in salary.

7.8 Employees who have attained and, if applicable, maintained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with the following mutually agreed provisions as detailed on attached Appendix B to this agreement.

ARTICLE 8

HOURS OF WORK AND OVERTIME

8.1 The normal work week shall consist of any work performed up to forty (40) hours per week Monday through Friday at straight time pay. The normal work day shall consist of any work performed up to eight(8) hours in any one day.

8.2 All times worked in excess of the normal work day and all time worked in excess of the normal work week shall be paid at the rate of time and one-half. Paid holidays and paid vacation occurring during the work weeks shall be counted as hours worked for purpose of determining the forty (40) straight time hours.(Exceptions to the above, noted in Article 11, Special Emergency Rates.)

Employees working at overtime rates prior to 12:30 a.m. for snow removal operations will continue to receive the overtime rate if they continue to work after the start of the next regular work day; provided, however, no employees will be permitted to use sick leave during snow removal operations, except in cases of bona fide health emergencies.

8.3 Any person who has left their place of employment and is recalled to work prior to the next normal shift will be paid for a minimum of three (3) hours at the rate of time and one-half; provided, further, that an employee who is called back for overtime or emergency work and who completes the required task and returns to his/her residence within the three (3) hour minimum guarantee may be called back for additional emergency or overtime without an additional three (3) hours minimum work guarantee. It is the purpose and intent of this section to assure an employee of at least three (3) hours of pay at overtime rates for the inconvenience of being called back to work between the normal shifts, but not to be separately paid for several callbacks within the three (3) hour minimum guarantee period.

Any employee who is called in one hour or less prior to the start of his/her normal shift shall receive such time at the overtime rate, but is excluded from the three (3) hour minimum guarantee outlined in the previous subsection of this section.

Departments may schedule employees to start their next day's shift at a time earlier than the regular time without extra compensation under the callback provision of this section, provided such change in schedule is made prior to the completion of the shift the preceding day.

8.4 The workday or workweek will not be interrupted to avoid the payment of overtime.

ARTICLE 8 - HOURS OF WORK AND OVERTIME(continued)

8.5 Overtime work which is scheduled in advance or which requires employees to be called in for unscheduled work shall be assigned first on a rotating basis among all qualified employees who normally perform the work by classification within the division. If the overtime situation requires additional employees to be assigned then such assignments shall be made among qualified employees on the basis of departmental seniority.

The Highway Division reserves the right to hold heavy equipment operators, i.e., loader operators, grader operators, shovel operators, or foremen assigned to said equipment in reserve for snow plowing operations. When the heavy equipment operators, listed above, are called in for snow plowing operations, they will continue to be paid at time and one-half after the start of the next regular work day.

In the event an employee is inadvertently passed over for an overtime opportunity, that employee will be offered the next replacement overtime opportunity, off the same list.

8.6 No temporary employees shall be assigned to overtime work until all regular employees shall have had the opportunity for such assignment except during holiday weeks, Monday through Friday.

8.7 Overtime for employees in the Parks & Recreation Division shall be by an approved work scheduled for the JFK Coliseum and the West Side Arena and shall be rotated among all employees by job classifications. If insufficient coverage is volunteered then it should be offered to all trained employees and then to the Maintenance Supervisor

Employees shall have first right to overtime work by classification. If insufficient coverage is volunteered then Foremen shall be offered the overtime work before it is assigned to the classifications.

If for any reason the department is unable to staff these above-mentioned locations, the employee with the least classification seniority must make himself/herself available for such overtime work. If the employee with the least seniority is unavailable for a legitimate reason, then the overtime will be assigned to the employee with the next lowest classification seniority. In other words, overtime will be assigned to employees in the reverse order of classification seniority (least to most). This section is to allow the Parks & Recreation Division to maintain adequate personnel at the above-mentioned locations.

8.8 The schedules in the Wastewater Treatment Plant and the Highway Dispatchers shall constitute an exception to the provisions of Section 8.1 and shall be considered as regular hours of work at straight time pay.

ARTICLE 9
PLUS RATES

Effective upon the date of ratification of this agreement hourly paid employees in the bargaining units will be compensated on a Plus Rate basis of one pay step (no less than 5% to the nearest whole cent) above his/her present rate or the entrance rate, whichever is higher, for working in higher level classifications for each completed hour of work in such higher level assignment .

9.1 Effective upon the date of ratification of this agreement, salaried employees in the bargaining units will be compensated on a Plus Rate as stated above for each completed work day of assignment in higher level classifications.

9.2 An employee may be temporarily assigned for a period not to exceed thirty (30) consecutive calendar days to the work of any position of the same or lower grade without a change in rate of pay.

9.3 In those cases when an hourly rated employee is assigned to temporarily serve in a higher level salaried position, such as a Superintendent's position in the Highway Division, then such hourly rated employees shall be granted a plus rate in accordance with this section if the assignment is for one full work day or longer.

9.5 Assignments to higher paying job classifications, temporary or otherwise, shall be made in accordance with the provisions of Article 6, Section 1, of this Agreement.

9.4 All new positions, promotions or transfers contemplated beyond a period of thirty (30) days shall be posted on the department bulletin boards for at least five (5) working days and any interested employee shall have the opportunity to apply for such positions, promotions or transfers.

ARTICLE 10
EMERGENCY WORK

10.1 It shall be the duty of all able bodied employees to make themselves available during the course of emergency situations. Deliberate refusal to work during such situations without adequate justification may result in disciplinary action.

10.2 When an employee responds to an emergency work situation and due to hours worked and/or physical exhaustion, is relieved from working the normal work schedule, and such employee is required to work on a Saturday then such Saturday work shall be paid at the overtime rate.

10.3 If an employee is called back from vacation due to an emergency situation then all hours of work shall be paid at the time and one-half rate of pay until the employee returns to his/her regular work schedule.

ARTICLE 11
SPECIAL EMERGENCY RATES

11.1 Employees required to operate snow removal vehicles equipped with wing plows and/or vehicles equipped with salt/sand spreaders, during snow plowing and snow removal operations only, shall be paid an additional seventy-five cents (\$.75) per hour over and above their current hourly rate while operating said equipment.

11.2 Employees in said bargaining units shall be paid double time for all work performed in excess of sixteen (16) consecutive hours as the result of snow or other emergencies as determined by the departments involved.

11.3 When an employee is relieved from duty during emergencies prior to the completion of his/her regular work shift, either at the request of the supervisor, or at the request of the employee, with the approval of the proper authority because of long hours of work and/or exhaustion as the result of said emergency, and said employee is required to return to work prior to the start of his/her regular work shift, he/she shall be paid at his/her overtime rate for such hours of work performed prior to the start of said employee's next regular shift.

ARTICLE 12
STANDBY TIME COMPENSATION

12.1 Stand-By-Status will be given to all Equipment Operator II Truck Drivers, Laborers (10) Equipment Operator ID Loader (1), and Equipment Mechanic (5) Inventory Specialist (1) Equipment Service Technician I (1) Equipment Service Technician II (1) from 12:01 am on Saturday until Sunday 11:59 pm from the first weekend in December through the last weekend in March by seniority on a rotating basis. The Union agrees that in no way does it affect the responsibility for all employees to make themselves available for emergency work as determined by the department head

For the purpose of this Article a standby day shall mean Monday through Friday (16 hours per day) and Saturday and Sunday (24 hours per day).

Effective the date of ratification, the standby duty rate shall be \$25.00 per day for Monday through Friday and \$30.00 per day for Saturday, Sunday and Holidays.

12.2 There shall be no reduction of the standby rate as defined in the preceding section in the event an employee on standby is called in and reports to work.

12.3 Foremen who are assigned to standby duty and who are called in and report to work may perform any duties and/or operate any equipment they are qualified to operate, provided that such equipment is not normally operated by an employee in a classification with a higher pay grade.

ARTICLE 13
NIGHT SHIFT DIFFERENTIAL

13.1 Any permanent full-time employee covered by this Agreement who is assigned to a permanent second or third shift or on periodic rotating basis to the second shift shall be paid an additional ten percent (10% of their hourly rate) in addition to the regular rate of pay for such assignment.

Such premium shall apply when half or more of the shift is scheduled after 6:00 PM and before 8:00 AM and shall be paid for all hours worked on such shift.

13.2 Night shift payments shall not be pyramided, compounded or paid at an overtime rate, but shall be based on the flat cents per hour as provided in Sections 13.1, 13.2 and 13.3.

13.3 An employee shall be paid a night shift differential only while the employee is actually working on such a shift or is on authorized vacation or sick leave with pay, provided that he/she is so assigned both immediately before and after such leave; provided, however, that such premium pay shall not continue for more than thirty (30) days while on paid sick leave.

ARTICLE 14
HOLIDAYS

14.1 All employees, except temporaries, school-term employees and those who work less than one-half time, shall be paid for the following named holidays and any other day proclaimed as a holiday by the Board of Mayor and Aldermen. Should a holiday fall on a Sunday and be celebrated on a Monday, all regular employees shall be paid for this day. Should a holiday fall on a Saturday, the preceding Friday shall be considered the holiday.

New Year's Day	Independence Day
Washington's Birthday	Labor Day
Civil Rights Day*	Columbus Day
Memorial Day	Election Day
Veteran's Day	Thanksgiving Day
Christmas Day	

* Civil Rights Day shall be celebrated as a floating holiday, subject to the same scheduling provisions as found in section 15.6 of this Agreement.

14.2 All work performed on a holiday shall be paid at the rate of time and one-half over and above regular hours paid for the holiday, for all hours worked.

14.3 An employee shall be entitled to the holiday pay referred to in Section 14.1 if he/she works the day preceding and the day following the particular holiday, but not otherwise except for a substantial reason or emergency.

14.4 Paid Holidays occurring during the work week shall be counted as hours worked for the purpose of determining the forty (40) straight time hours.

ARTICLE 15
ANNUAL VACATIONS

15.1 Permanent employees who have been in the continuous employ of the Department for one (1) year or more will be allowed vacation in accordance with the following schedule:

- (a) Accrual rate for two (2) calendar weeks begins on date of hire. Employees servicing in an initial probationary period accrue vacation, but are not eligible to use vacation during the first six months of employment. Such probationary employees are not entitled to any vacation benefits if terminated during the initial probation period.
- (b) Accrual rate for three (3) calendar weeks begins at the beginning of six (6) years of continuous service.
- (c) Accrual rate for four (4) calendar weeks begins at the beginning of (15) fifteen years of continuous service.
- (d) Accrual rate for six (6) calendar weeks begins at the beginning of (20) twenty years of continuous service.

15.2 Vacations shall be scheduled within the departments at the discretion of the Department Heads to provide the least disruption of departmental operations.

Selection of vacation periods shall be by department seniority and shall be granted insofar as possible at the times requested by the employee, in accordance with operating requirements; provided, however, that summer vacation shall not extend beyond two weeks until all eligible persons have had an opportunity to select a summer vacation. Furthermore, a department head may deny a vacation request of an employee if it will result in a disruption of the department or division operations.

15.3 No employee shall be permitted to accrue in excess of one and one-half (1 1/2) times his/her annual earned vacation; i.e. employees who earned (10) days of vacation per year shall have no more than (15) days earned vacation to his/her credit at any one time; employees who earned (15) days of vacation per year shall have no more than 22 1/2 days earned vacation to his/her credit at any one time.

15.4 Employees who are assigned to work schedule which includes planned overtime on a regular schedule, such as Highway Department Dispatchers, shall be allowed to use accrued vacation to apply to the sixth work day, provided that such vacation is charged and paid at the straight time rate, and further provided the above shall not increase the rate of accrual or amount of accrued vacation time.

Nothing in the above paragraph shall limit management's right to change the work schedule to eliminate planned scheduled overtime for such employees.

ARTICLE 16
SICK LEAVE

16.1 Sick Leave shall be in accordance with NH Laws of 1943, Chapter 291, Section 1. Each permanent full-time employee shall earn sick leave with pay at the rate of 1 1/4 days of sick leave for each completed month of service. Sick leave shall not be taken in advance of earning same.

16.2 Employees who are initially employed in a temporary status and who are assigned to permanent status in the same Department, without a break in service, shall be allowed credit for the time served in the temporary status towards accrual of sick leave benefits.

16.3 The maximum sick leave accumulation will be increased to one hundred twenty (120) days. It is agreed and understood that there will be no retroactive payments of any kind as a result of this increase in maximum accumulation. Further, there will be no retroactive adjustments to the sick leave bank.

Employees will be eligible to begin to accumulate the increased sick leave.

Accrual shall include the six (6) month probationary period, but employees will not be allowed to use sick leave until they satisfactorily complete the probationary period.

16.4 Employees who are absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment and for all authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate as though they were on duty, subject to the maximum limitation herein provided. Employees who are absent on authorized leaves of absence without pay for not over 10 work days in any 30 calendar day period shall continue to accrue sick leave at the regularly prescribed rate during such absences as though they were on duty, subject to the maximum limitation herein provided.

16.5 An employee eligible for sick leave with pay may use such sick leave for absences due to his/her illness or injury; the illness or injury of a spouse, child or other blood relative or ward residing in the same household when FMLA leave is approved, or for exposure to contagious disease. Upon approval of his/her department head, he/she may use sick leave for dental appointments, physical examinations or prescribed treatment by a physician. The Department Head shall require a doctor's certificate before approving sick leave with pay for a period or periods of absences of more than three (3) work days.

ARTICLE 16 - SICK LEAVE (continued)

Any employee who receives sick leave benefits and who subsequently receives payment through Worker's Compensation or through an insurance carrier for wages for the same days shall repay the City for the sick leave benefits.

16.6 Department Heads and the Union may require an employee to justify each day of absence for sick leave if the employee's absentee record indicates a patterned use of sick leave which is in excess of the average days used by employees of the department.

The City of Manchester and the Union agree that if an employee goes over the average sick leave he may be required to obtain a doctor's note in the current year or the following year.

The City of Manchester and the Union agree if an employee has had a doctor's note of if he/she has an exception "FMLA or ADA" said sick leave shall not count toward the average sick leave.

16.7 Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one hour.

16.8 During periods of absence for approved paid sick leave the employee shall be entitled to full pay for such period at the regular rate of compensation, provided, however, that hourly employees shall be compensated on the basis of straight time pay not to exceed eight (8) hours per day and not to exceed forty (40) hours per week. No sick leave benefits shall be paid on the basis of time and one-half.

16.9 On separation from City service, all sick leave credits shall be cancelled except in a case of paid retirement, duty disability retirement, or death while in active service.

All accrued sick leave up to, but not to exceed eighty (80) work days shall be paid plus payment of one-quarter of the balance of the days accrued over eighty (80) but not more than one hundred twenty (120) days of accrued sick leave at their regular pay. Employees hired after July 4, 2004, shall be entitled to payment for up to sixty (60) days, plus one-quarter of the balance of their accrued sick leave up to one hundred twenty (120) days.

Employees shall also be entitled to the benefits under City Ordinance 33.081 (H), as it may be amended from time to time.

ARTICLE 16 - SICK LEAVE (continued)

Employees hired after the ratification date of this Agreement shall be entitled to payment for accrued sick leave, under the conditions specified above; provided however, that payment shall not exceed forty (40) days.

16.10 SICK LEAVE NON-ABUSE

Employees who use six (6) days of sick leave or less in the preceding calendar year will receive two (2) personal leave days, to be scheduled by the Departments.

Personal Leave days must be used during the calendar year they are credited and shall not accumulate and shall not be carried over year after year. Personal Leave days taken by employees who are assigned to work schedules which includes planned overtime on a regular schedule, such as Highway Department Dispatcher, shall be counted as days worked for overtime purposes.

16.11 CHANGING VACATION TO SICK LEAVE

Employees who are on paid vacation who are hospitalized for injury or illness may, at their option and provided they have sick leave credits accrued, have their vacation time changed to paid sick leave for the period of time they are actually hospitalized.

ARTICLE 17
SICK LEAVE BANK

17.1 A voluntary sick leave bank, to cover employees in the bargaining units covered under the Master Agreement and other contracts with Local 298, AFSCME, is hereby established. The operation of such sick leave bank shall be subject to the rules and guidelines set forth in this Article.

17.2 The purpose of the sick leave bank is to provide assistance to employees who suffer long-term illness or injuries which are non-job connected. It is established to provide additional paid benefit days beyond the employee's accrued days when an employee has exhausted his accrued sick leave and continues disabled for an additional fifteen (15) consecutive calendar days. For example, it is not established to provide relief for one or two days beyond the employee's accrued sick leave.

17.3 ADMINISTRATION

The Sick Leave Bank shall be administered by a five member Administrative Committee.

Three (3) members of the Committee shall be appointed by the Union from employees in the bargaining units who are enrolled in the Sick Leave Bank, provided that no more than one member shall be appointed from the same bargaining unit at any one time.

Two (2) members of the Committee shall be appointed by the Mayor from the Management of the Departments wherein the bargaining units are located, with no more than one member from a department serving at any time.

The first Committee members shall be appointed in the following manner:

One member appointed by the Union for a one (1) year term; one member appointed for a two (2) year term and one member appointed for a three (3) year term. Subsequent appointments shall be for three (3) year terms. Vacancies, when they occur, shall be filled by appointment in the same manner as the original appointments.

One original appointee of the Mayor shall be for a one year term and one appointee shall be for a three (3) year term and subsequent appointments shall be for a three (3) year term.

ARTICLE 17 SICK LEAVE BANK {continued}

17.4 MEETINGS

The Committee shall meet at least once each month or more often as deemed necessary by the Chairman. Three (3) members, including at least one (1) Administration member, shall constitute a quorum. A majority of those members present and voting shall decide all questions. Members who are absent for either three (3) consecutive meetings or any six (6) meetings in any twelve (12) months period shall be automatically terminated from the Committee and their terms declared vacant.

17.5 MEMBERSHIP

Effective in 1987:

17.S{A) All the days that are now in the Sick Leave Bank will remain in the Bank as is. These days are to be used up first in accordance with the current contract.

17.S{B) Once this contract has been ratified, each member of the Bargaining Unit will give one (1) day of his/her day's pay on January 1st of each year.

17.S{C) Above-mentioned money will be deposited into a bank in Manchester in January of each year.

17.S{D) It will be the duty of the Finance Officer to see that the above-mentioned money is deposited into the bank in January of each year.

17.S{E) The deposit will be to the bank service which offers the best interest rate.

17.S{F) When withdrawals are necessary, the Finance Officer and one dues-paying member of the Sick Leave Bank will be present, and the signature of each will be required.

17. S{G) Application for membership shall be made on a form provided by the Committee.

Membership by all employees will be subject to the following restrictions:

- (1) Probationary employees who are serving an initial probation period are not eligible for membership.
- (2) Full-time employees, except those with less than one year of service, shall have not less than fifteen (15) days of accrued sick leave as of the date of their application for membership. An employee whose sick leave balance falls below fifteen (15) days of accrual due to recent illness or injury may be admitted at the discretion of the Committee.

ARTICLE 17 - SICK LEAVE BANK (continued)

Employees whose sick leave falls below fifteen (15) days after they are admitted to the Sick Leave Bank, where the usage of sick leave was not the result of extended illness or injury, shall have their membership status reviewed by the Committee. The Committee may temporarily suspend the employee from membership in the Bank if it deems such action to be in the best interest of the Bank.

(1) Employees who have less than one year of service may be admitted to the Bank upon the majority vote of the Committee after a review is made of their status with the Department. Upon admission to membership the conditions stated in the preceding paragraphs will apply.

(2) Full-time employees having less than 30% of their Accumulated sick leave days limit as of the date of their application shall be limited category members if accepted as members by the Administrative Committee.

17.6 BENEFITS

Effective January 1, 1990 a member in good standing shall become eligible to request extended sick leave benefits from the Bank for an incapacitating illness or non-service connected injury, provided he has exhausted all his accrued sick leave and his incapacitation extends at least eight (8) consecutive calendar days beyond the exhaustion of his sick leave accrual.

Effective January 1, 1991, the waiting period shall be reduced to five (5) consecutive calendar days. Upon presentation of satisfactory medical evidence of illness or injury to the Administrative Committee, the Committee may approve up to thirty (30) work days of sick leave benefit days from the Bank to be granted to the member. Such sick leave benefit days may be made retroactive to the first work day after exhaustion of his accrued sick leave credits. Should the member still be incapacitated after this time from the same illness or injury he/she may present his/her case for review and be granted additional benefit days, but such additional days may be restricted in number according to the number of benefit days in the Bank at the time. Additional days of benefits shall not exceed thirty (30) work days for each period of incapacitation; provided however, exceptions may be made in cases of long term illness or injury at the discretion of the Committee.

An employee who is receiving Sick Leave credits from the Sick Leave Bank and who subsequently receives payment through Workmen's Compensation or through an insurance carrier for wages for the same days shall repay the City for such benefits.

Employees shall not be granted any time from the Bank until said employee has reached the 30% requirement as stated above.

ARTICLE 17 - SICK LEAVE BANK (continued)

17.7 BANK STABILITY AND LIMITATIONS

All employees who shall become members of the Sick Leave Bank shall continue in the Bank until December 31st of the current calendar year. Employees shall automatically continue in the Sick Leave Bank for each calendar year thereafter unless the employee shall withdraw from membership prior to December 31st of any calendar year. Withdrawal shall be in writing, duly signed and dated and submitted to the Administrative Committee prior to December 31st. No benefits shall accrue to the withdrawn member thereafter and any sick leave days previously donated to the Bank shall remain in the bank to be disbursed by the Committee.

The number of benefit days in the Bank shall not exceed 1,500 benefit days on December 31st of any calendar year. All excessive days shall be discarded. In the event the Bank is terminated, all sick leave benefit days remaining in the Bank shall be null and void.

17.8 ADMINISTRATIVE OVERSIGHT

In the event there is a question concerning a recipient's eligibility to receive benefits from the Bank, the City may require of the Administrative Committee and the employee proof of each eligibility as well as a physician's certified report of the disabling illness or injury of the recipient. A copy of the minutes of each meeting shall be provided to the President of Local 298 and to the City Personnel Director.

The President of Local 298 or the Personnel Director may request a meeting with the Administrative Committee to discuss any action which has been taken by the Committee and such meeting shall be scheduled as soon as possible after such request.

17.9 AMENDMENTS

This Article or any section thereof, may not be amended except through the collective bargaining process or mutual written agreement of the Union and the City representative concerned in that process.

17.10 EFFECTIVE DATES

The provisions of this Article shall be effective from January 1, 1986 through December 31, 1988, inclusive, and shall terminate December 31, 1988 unless mutually agreed to continue beyond that date. Such continuation must be agreed to in writing by the parties to this agreement.

ARTICLE 18
LEAVE OF ABSENCE

18.1 The City agrees to allow Union representatives, stewards of Local 298 and/or aggrieved employees reasonable time, without loss of pay, during regular working hours for the purpose of investigating and processing grievances, provided such time away from work does not interfere with the work of the departments involved. Such time shall not be withheld unreasonably. The Union representatives shall obtain prior permission to absent themselves from work before leaving a work site and shall obtain prior permission of the immediate superior involved before interrupting the work of an employee located at a different work site.

18.2 Time lost by representatives of the Union on grievance settlements or negotiations shall be paid for by the City as provided in RSA 273-A 11.

18.3 When an employee is elected President of Local #298 and has to do work which takes him/her away from his/her regular employment with the City, he/she shall, at the written request of the Union, be granted a leave of absence without pay, not to exceed three (3) years, and with no loss of seniority, provided satisfactory arrangements can be made for a substitute during such leave of absence.

18.4 Employees elected as delegates to either the AFSCME International Convention, NH Public Employees Convention, Council #93 or the NH State Labor Council Convention shall be allowed a leave of absence with pay, not to exceed a total of ten (10) working days per year.

ARTICLE 19
BEREAVEMENT LEAVE

19.1 Bereavement leave of five (5) working days with pay between the date of death and the date of the funeral, inclusive, shall be granted a permanent full-time or permanent part-time employee who works at least half-time in the event of the death of his/her:

Spouse	Sister
Father	Brother
Mother	Child
Father-in-law	Mother-in-law
Son-in-law	Daughter-in-law
Paternal or Maternal Grandfather (excluding step grandparent)	Paternal or Maternal Grandmother (excluding step grandparent)
A blood relative or ward residing in the same household.	

19.2 Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her:

Grandchild	Sister-in-law
Brother-in-law	Aunt
	Uncle

19.3 Under extenuating circumstances, two (2) additional days with pay may be granted Under Sections 19.1 and 19.2 with written approval of the Department head; such days to be charged to the employee's accrued sick leave.

19.4 Under no circumstances shall bereavement leave be paid on an overtime basis; however, bereavement leave time shall be counted as hours worked for overtime computation purposes.

ARTICLE 20
MATERNITY LEAVE

20.1 Upon application of the employee on forms to be provided by the City a maternity leave of absence without pay shall be granted to permanent, full-time female employees who have been employed at least one (1) year before said application, said leave to commence at the time recommended by the employee's attending physician and to extend for a period not to exceed six (6) months after the birth of the child. If an employee who has been granted a maternity leave of absence in accordance with this provision shall fail to return to work upon the expiration of such leave of absence she shall be deemed to have voluntarily terminated her employment, unless she has been certified by her physician as being physically unable to perform her duties.

20.2 An employee shall be entitled to draw her accumulated sick leave benefits with pay for a period not to exceed sixty (60) work days from the date of confinement or the birth of the child, during which time the employee is certified as being unable to perform her regular duties, as certified to by an affidavit of the attending physician every thirty (30) days. Requests for such sick leave benefits must be submitted in writing to the Department head no later than thirty (30) days after the date of confinement in order to be eligible for sick leave benefits.

20.2 Extensions of the thirty (30) day paid sick leave benefits may be made by the Department head if circumstances so warrant.

20.3 An employee shall not forfeit seniority or other benefits during this leave of absence.

ARTICLE 21
MILITARY SERVICE

21.1 Shall be governed by existing law.

ARTICLE 22
JURY DUTY

22.1 An employee called as a juror will be paid the difference between the fee received for such service and the amount of straight time earnings lost by reason of such services. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

22.2 Employees who are called to jury duty and are excused from the jury duty for a day or days shall report to their regular work assignments as soon as possible after being excused.

ARTICLE 23
EDUCATION INCENTIVE REIMBURSEMENT

23.1 The following education reimbursement policy will apply to members of the Bargaining Units covered by this policy.

23.2 The city agrees to provide reimbursement to employees who complete approved courses relating to their current responsibilities or as part of an approved career development program based upon the following standards. Payment of seventy-five percent (75%) of the cost of the cost of such courses, but not to exceed \$1,000.00 per employee in a calendar year

23.3 Courses must be approved in advance by the Department head concerned as meeting the requirement that the course is related to the employee's job or is part of a career development program. Approval must be obtained through the Personnel Department for payment of the course. A procedure will be established to effectuate these payments.

23.4 Once a course has been approved as meeting the requirement an advance will be made to the employee of one-half (1/2) of the authorized seventy-five percent (75%) of the cost of the course tuition and books. The remainder of the course reimbursement will be paid to the employee upon presentation of a certificate of satisfactory completion of the course.

23.5 Approval for courses will be considered on the basis of relevancy of the course, number of employees applying and funds available.

23.6 If a course is paid for in whole or in part through a Federal or State program then the City will not reimburse for such amount, it being the intent of this section to eliminate double payment for any course.

ARTICLE 24
LIFE INSURANCE

24.1 The City will provide for a Life Insurance fund to provide for the payment of a death benefit of an amount equal to the employee's last yearly base pay, but not to exceed \$50,000.00 to the named beneficiary or estate of any member of the Bargaining Unit who dies from any cause while employed by the City or within sixty (60) calendar days after resignation for health reasons.

24.2 The City reserves the right to contract with a qualified insurance carrier of its choosing to provide the above amounts of benefits.

ARTICLE 25
HOSPITAL/MEDICAL INSURANCE

25.1 Effective July 1, 2012, bargaining unit members will have the option to enroll in the BlueChoice New England POS Plan on a voluntary basis in which case the City will pay eight-seven and one-half percent (87.5%) of the single, two-person or family premium or iii the Access Blue New England Plan, in which case the City will pay up to eighty-seven and one-half percent (87.5%) of the single, two-person or family premium.

Effective July 1, 2013, the City will pay 85% of the premium for the Blue Choice New England POS Plan or the Access Blue New England Plan. The following co-pays will apply to both the BlueChoiceNew England POS Plan and the Access Blue New England Plan:

- Office Visit - \$20.00
- Specialist Visit- \$20.00
- Chiropractic - \$20.00
- Emergency room visit- \$150.00
- Inpatient care, Outpatient surgery, skilled nursing or rehab facility - \$100/\$200 co-pay (single/2 person or family)
- Prescriptions other than mail order (one month supply)-\$10/\$30/SSO (Generic, Preferred, Premium)
- Mail order prescriptions (three month supply) \$20/\$60/\$100 (Generic, Preferred, Premium)

Bargaining unit members hired on or after ratification who are eligible for Health Insurance the City shall pay 80% of the premium. The BlueChoiceNew England POS Plan and the Access Blue New England Plan will have increased co-pays \$250/\$500 (single/2 person or family) for inpatient care, outpatient surgery, skilled nursing and rehab facilities.

The City may offer a high deductible health insurance plan accompanied by the establishment of a Health Savings Account (HSA) for each enrolled bargaining unit member with a present contribution of \$1,500.00 for an individual and \$3,000.00 for a two person or a family plan. The City retains the right to set the annual City contribution and shall each year prior to the open enrollment period disclose any changes to high deductible benefit plan and/or its contribution to the HSA or continuation of the HSA in the following fiscal year. Effective July 1, 2012 for Bargaining unit members availing themselves of this option the City shall pay 87.5% of the premium. Effective July 1, 2013 the City shall pay 85% of the premium. Bargaining unit members will be charged on the basis of a single, two person or family plan irrespective of the single, two person or family plan designation in the plan itself.

25.2 To a bargaining unit member who elects not to receive coverage under any City health insurance plan the City shall pay \$4,000.00 annually in lieu of health insurance coverage. The City shall make said payment in two equal payments of \$2,000.00. The first payment, in arrears, will be made in January/February and the second payment, in arrears will be made in July/August. Bargaining unit members who encounter a qualifying event so as to make them eligible for enrollment in the City's health insurance plans during either six month period will receive a pro rata amount based on the next \$2,000.00 payment. Bargaining unit members will be able to enroll in the City health plans notwithstanding a qualifying event in the annual open enrollment period.

25.3 It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers provided that the benefits are not decreased and the costs to bargaining unit members do not increase above those percentages set forth in paragraph 22.1.

25.4 Effective February 1, 2000 or sooner if practical, the City shall provide all bargaining unit members a Northeast Delta Dental plan equivalent to other City employees having such a benefit. The City shall pay eighty-five (85.0%) percent of each monthly premium for the entire year for the coverage selected by each employee. The City agrees to provide coverage under Delta Dental Insurance Plan Coverage A, B, and C as set forth in Appendix D attached hereto and made part of this Agreement. The City shall pay an amount not to exceed eighty-five percent (85.0%).

Effective July 1, 2003, the total yearly maximum will be increased to \$1,500.00.

25.6 The City will pay one thousand five hundred dollars (\$1,500.00) to any bargaining unit member who terminates his/her existing health insurance coverage under the City's or School Districts' plans and who also provides satisfactory evidence that he/she has valid alternative health insurance coverage elsewhere. This amount shall be paid annually as long as a bargaining unit member who previously terminated health insurance coverage declines to reenroll.

ARTICLE 26
UNIFORMS

26.1 Effective upon the date of ratification of this Agreement the City agrees to provide work uniforms through a laundry cleaning agency of the City's choosing. Such uniforms shall be provided to Highway, Cemeteries and Parks and Recreation employees who are permanently assigned to the equipment mechanic operations and such uniforms shall be provided to the painting operations of the Traffic Department. Such uniforms shall not exceed five (5) changes per week. Such uniforms shall be determined by the management of the departments concerned. Summer and winter uniforms may be provided the above employees, provided there is no increase in cost to the City for such seasonal uniforms.

26.2 One set of coveralls shall be supplied to heavy equipment operators who service the assigned equipment. The employees will be responsible for cleaning and repairing the coveralls. Coveralls will be replaced as needed, as determined by Management, under procedures to be established by Management.

26.3 Employees will be required to wear apparel provided by the Highway Division during working hours. The Highway and Parks divisions will be provided five (5) shirts and two (2) sweatshirts annually for this purpose. Employees will be responsible for washing the apparel. The Department of Public Works may provide, at its discretion, jackets to be worn as well, budget dependent.

ARTICLE 27

TRAVEL ALLOWANCE

27.1 Effective date of ratification of this Agreement, employees who are required to use their personal vehicles for authorized City business will be reimbursed at the current I.R.S. mileage rate.

27.2 In the event the Department provides a City vehicle for an employee to conduct daily work activities the monthly travel allowance will be discontinued.

27.3 If an employee is absent for 30 calendar days or longer the monthly travel allowance will not be paid for that period.

ARTICLE 28
SAFETY

28.1 The Departments shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of the Departments and the Union may meet once in ninety (90) days at the request of either party, to discuss such regulations. The Union agrees that its members who are employees of the Departments will comply with the Departments' rules and regulations relating to safety, economy, and efficiency of services to the Departments and the Public.

28.2 The Union and its members agree to exercise proper care and to be responsible for all Department property issued or entrusted to them during their working hours. Where safe storage space is provided by the Department employees shall be responsible for replacing articles issued to them if the same type of article has been lost twice in the same twelve month period. In such cases the employee shall replace the second lost article.

28.3 The City agrees to furnish raincoats and rubber boots for all employees for whom such issue is necessary. The employees agree to exercise due care in the use of such items. All replacements of previous issue shall be made only when an article is turned in or exchanged for the one issued.

28.4 The City shall furnish gloves, special clothing, safety vests and safety helmets as needed for the health and safety of its employees.

28.5 In cases of disinterment, necessary protective shots will be given by proper medical officers at the expense of the City.

28.6 All bargaining unit members who do not hold CDL licenses shall be subject to the same drug and alcohol testing as CDL employees. Results related to these tests shall be compiled and recorded separately from CDL records required by federal regulations.

ARTICLE 29
BULLETIN BOARDS

29.1 The Departments shall provide space for bulletin boards for the posting of notices of the department addressed to the employees and notices of the Union addressed to the members. The Departments shall locate its bulletin boards at convenient places within the Department. No Union notice shall be posted in or around the Department's property except on such boards and no notice shall be posted until it has been signed either by the President or Secretary of the Union with the approval of the Department head or his/her designated representative.

ARTICLE 30
DISCIPLINARY PROCEDURES

30.1 All disciplinary actions shall be in a fair manner and shall be consistent with the infractions for which disciplinary action is being taken.

30.2 (A) All suspensions and discharges shall be stated in writing and the reasons stated and a copy given to the employee(s) and the Union within five (5) work days from the date of suspension or discharge.

(B) If the Department does not follow Section 30.2 (A) above in the case of a suspension then it shall be deemed that the suspension is without merit. When Section 30.2 (A) above is not followed in the case of a discharge said discharge shall be changed to a two (2) week suspension which shall be grievable.

30.3 Disciplinary actions will normally be taken in the following order:

- (A) Verbal warning – (written Confirmation)
- (B) Written warning
- (C) Suspension without pay
- (D) Discharge

However/ the above sequence need not be followed if an infraction is sufficiently severe to merit an immediate written warning/ suspension or discharge.

30.4 No employee shall be penalized, disciplined, suspended or discharged without just cause.

30.5 Employees who are absent from work for more than five (5) working days and who have not been granted a leave of absence during that period/ or who do not present justifiable evidence showing they were unable to report, shall be deemed to have quit.

30.6 The Personnel record of an employee will be cleared of written reprimands after a period of one (1) year from the date of the reprimand/ provided there are no similar infractions committed during the intervening period.

30.7 The personnel record of an employee will be cleared of suspension notices after a period of three (3) years from the date of suspension/ provided there are no similar infractions committed during the intervening period.

ARTICLE 31
GRIEVANCE PROCEDURE

31.1 A grievance is defined as a claim or dispute arising out of the application or interpretation of this agreement, under express provisions of this agreement, and shall be processed in the following manner:

31.2 STEP 1

An employee having a grievance must discuss the grievance with the employee's immediate supervisor or the supervisor responsible for the matter being grieved within eight (8) working days from the date of the event giving rise to the grievance or the date the employee could reasonably have been first made aware of the event. Such grievance shall be discussed between the employee, a Union representative and the supervisor.

The supervisor shall give his/her answer within two (2) working days from the date he/she receives notice of the grievance.

31.3 STEP 2

If the grievant or the Union disagrees with the decision of the supervisor and desires to proceed with the grievance then such grievance must be submitted in writing, listing the article and section violated, the specific grievance and the remedy desired to the employee's department or division head within five (5) work days from the date the decision of the supervisor was rendered. The Department or Division head shall render his/her decision within three (3) work days from the date he/she receives the grievance.

31.4 If the Department or Division Head is the immediate supervisor of the employee involved in the grievance then the grievance shall be filed directly with the Board, omitting Step 1 and 2 as contained in Sections 31.2 and 31.3 above .

31.5 (1) If the Union is not satisfied with the disposition of the grievance by the Department or Division Head or no decision has been rendered, the Union must file a request for a pre-arbitration meeting within ten (10) work days after the grievance was filed with the Department Head or the grievance will be null and void. Representatives of the Department involved and the Union will meet with the Chief Negotiator/Contract Administrator or HR Director or Designee within ten (10) working days after the Union makes such request for said meeting, the purpose of which is to determine if the grievance can be settled without arbitration. A representative of the Human Resources Department and/or the City Solicitor's Office shall attend only as necessary,

ARTICLE 31 GRIEVANCE PROCEDURE (continued)

(2) If no settlement is reached as a result of the meeting as stated in 31.6 (1) above, the Union may submit in writing a request to a mutually agreed upon neutral arbitration agency or to the New Hampshire Public Employee Labor Relations Board of by mutual agreement to appoint an arbitrator to resolve said grievance, such action to be filed within ten (10) working days after the meeting under 31.6 (1) has occurred or a decision has been reached, but not later than five (5) working days after the meeting.

If the Union fails to submit such written request for the appointment of an arbitrator within said ten (10) working days, the grievance shall be deemed abandoned and no further action shall be taken with respect to such grievance.

31.6 A grievance by a Department Head against the Union shall be presented in writing to the Union President, and shall be discussed at a meeting to be held within five (5) working days after the grievance is presented, said meeting to take place during the normal working hours.

If a satisfactory agreement is not reached at the meeting as stated above then the Department Head may proceed within ten (10) working days of said meeting to present the grievance to arbitration in accordance with Section 31.6 of this grievance procedure.

31.7 The arbitrator shall not have the power to add to, ignore or modify any of the terms and conditions of this agreement.

31.8 The decision of the arbitrator shall be final and binding upon the parties as to the matter in dispute.

31.9 The expenses of the arbitrator shall be borne by the losing party. The arbitrator shall be required to declare the losing party. Each party shall make arrangements for and pay the expenses of witnesses who are not City employees who are called by them.

31.10 Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department, and having the grievance adjusted without the intervention of the Union, provided the adjustment is not inconsistent with the terms of this agreement and that the Union has been given the opportunity to be present at such adjustment and to state its views.

ARTICLE 31 - GRIEVANCE PROCEDURE (continued)

31.11 If said grievance is not reported and/or processed within the time limits set forth in Sections 31.2, 31.3, 31.5 and 31.6 the matter shall be dismissed and no further action shall be taken with respect to such grievance.

31.12 The above times may be extended or by-passed by mutual written agreement of the parties.

31.13 All decisions involving wages, wage rates, promotions, transfers, hours worked and not worked, shall be retroactive to the date the grievance first occurred, at the discretion of the arbitrator.

ARTICLE 32
MANAGEMENT'S RIGHTS

32.1 The direction of Department operations and the determination of the methods and the means by which such operations are to be conducted shall be the function of Management. All rights and responsibilities not specifically modified by this agreement shall remain the function of Management in accordance with the provisions of RSA 273:1:XII.

32.2 It shall be the right of the Union, however, to present and process grievances of its members whose wages, working conditions or status of employment are changed as a result of Management's exercising the above mentioned rights, whenever such grievances exist.

ARTICLE 33
STRIKES PROHIBITED

33.1 Under no circumstances will the Union cause, encourage, sponsor or participate in any strike, sit-down, stay-in, stay- out, sick-in, sick-out, work slowdowns, withholding of services or any curtailment of work or restriction or interference with the operations of the Departments or the City of Manchester during the term of this agreement.

ARTICLE 34
CONTRACTING AND SUBCONTRACTING OUT

34.1 The City recognizes the concern of the Union in regard to contracting or subcontracting work which results in a reduction of the work force.

34.2 If the City or a Department of the City covered by this agreement changes its method of operations which involves contracting out work which is now being performed by bargaining unit employees, the City and/or Department will give notice to the Union of its intention. Furthermore, the City will make every effort to absorb affected employees into other City positions. In those cases where employees are not absorbed into other City positions, the City and/or Department will provide as much advance notice of pending lay-offs as reasonably possible.

ARTICLE 35
STABILITY OF AGREEMENT

35.1 Should any article, section or portion thereof, of this Agreement be declared invalid because it is in conflict with a Federal or State law or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section or portion thereof, specified in the decision. The parties to this agreement to meet to negotiate only on the specific article or section, or portion thereof, which has been declared invalid or unenforceable, but neither party is required to make concession in order to reach agreement on the specific article or section in question.

ARTICLE 36
TRAINING

36.1 When any department determines there is a need for a formal training program to train employees for skilled jobs within the department then such training program will be posted on the departmental bulletin boards for five work days.

36.2 Employees shall submit their names to the department for consideration for the training program. Those who post for the training program must possess valid licenses and/or certificates required for the job.

- 36.3** (a) Whenever possible, training opportunities will be posted twice a year, spring and fall.
- (b) Employees attendance, overtime and safety records will be considered when selecting trainees.
- (c) Subject to (b), above, employees will be limited to two (2)-training opportunities per calendar year, by Department seniority, by pay grade (equal or lower than the positions being trained) . If there is a question on the senior employee, with twenty (20) years of service with the Department who requests training for a lower graded position, a question of special circumstances will be submitted to the Labor/Management Committee for final determination.
- (d) Training will be done by an incumbent in the classification, who shall be selected by the department.
- (e) Incumbents who refuse to train employees will be subject to discipline as recommended by the affected division superintendent and/or Chief or Assistant Chief of Operations.
- (f) An employee who successfully completes training is required to fill the position as necessary, in compliance with the plus rate provisions of this Agreement.
- (g) If the employee is trained and he/she refuses to accept the full time position, he/she will be disqualified from further training for two (2) years, at the discretion of management.
- (h) If an employee trains for two (2) positions and accepts the full-time position for one (1) of them, he/she will not be disqualified from further training under (g), above.

36.4 The duration of the training programs for the various skill levels will be determined by management, with recommendations from the labor/management advisory committee.

ARTICLE 36 - Training (continued)

36.5 Employees who are selected for training programs may be removed from the programs before the completion of the program if they are unable to satisfactorily complete the program, other than due to illness or injury.

36.6 Employees who satisfactorily complete training programs will be awarded Certificates of Completion.

36.7 A joint Labor/Management Advisory Committee shall be appointed which will be responsible for formulating the training program policies and procedures. The Labor/Management Advisory Committee will be composed of three representatives from Labor, to be appointed by the President of Local 298, and three representatives from Management, to be appointed by the Public Works Director, plus one member from outside the Department who shall be mutually agreed to by the members of the Committee and who shall be chairman of the Committee.

36.8 The Labor/Management Advisory Committee shall submit its report on the training program within four months following the date of their appointment. The training program shall be implemented within the available resources of the Highway Department. If resources are less than required then both Labor and Management will work to obtain the required resources.

ARTICLE 37
MISCELLANEOUS

37.1 The City agrees to provide for a payroll deduction slot for an insurance program, subject to approval by the City Finance Department.

37.2 FMLA POLICY

The Union agrees to accept the City's Family and Medical Leave Act (FMLA) Policy, subject to its review by the Union's attorney, with the understanding that the policy will not be changed except by mutual agreement.

37.3 CDL LICENSES

The City will pay for commercial drivers licenses and any endorsements for employees who are required by the Department to have them.

ARTICLE 38
DURATION

Upon ratification by the respective parties the Agreement shall be in effect from July 1, 2016 through June 30, 2017, with effective dates for specific provisions as stated on the various Articles.

Comment [B1]: Updated

[NOTE: Pursuant to RSA 273-A:3II(a), if either parties deserves to bargain a successor agreement, it must give written notice at to the other party no later than December 1, 2016 or the anniversary date of execution thereof, such date being one hundred twenty(120) days prior to the budget submission date.]

Comment [B2]: Updated

ARTICLE 39
AFFILIATION

In the event the City of Manchester institutes a new Department of Fleet Maintenance, the current DPW mechanics shall be transferred without loss of seniority and any other conditions of work/employment under the Manchester Master Contract 298, AFSCME Council 93 and successor agreements.

ARTICLE 40
SUCCESSOR AGREEMENT CLAUSE

All Local 298 AFSCME Council 93 contracts shall remain in effect, except wages until a successor agreement has been reached between the City of Manchester and all AFSCME Local 298 units. THIS CLAUSE SHALL NOT BE CONSIDERED ON EVERGREEN PROVISION.

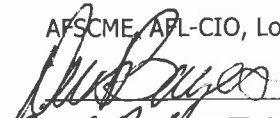
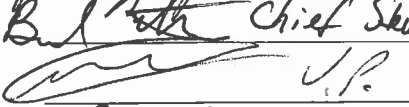
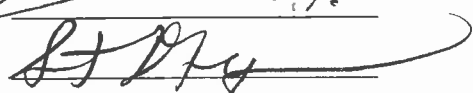
Memorandum of Understanding

In accordance with the Master Agreement (2007-2010) entered into by the parties. City of Manchester, NH and Local 298, AFSCME, AFL-CIO, Article 3.2, it is understood that the term agency fee shall mean that the agency fee requirement in lieu of union dues shall be a condition of employment.

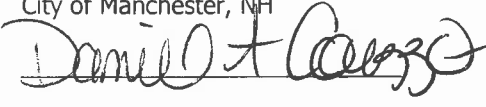
Date: .

SIGNED:

AFSCME, AFL-CIO, Local 298


Bill Roth Chief Steward

J.P.


City of Manchester, NH



EMPLOYEE DEVELOPMENT APPEALS PROCESS

Only employees who are denied a merit step increase on their anniversary date of position due to a sub-standard performance evaluation may file an appeal. All appeals shall be initially filed with the employee's department head. Any employee receiving a satisfactory performance evaluation shall not have the right to appeal or grieve their evaluation, their pay step or the supervisor's comments. In the event that there is a disagreement between the employee and his/her supervisor over the EDP goals, the employee, after discussing the disagreement with the Department Head or his/her designee may with the concurrence of the Union, file a grievance.

If the department head rules in the employee's favor, the employee shall receive his/her merit step as of ~~their anniversary date of position.~~ If the department head rules against the employee, the employee shall have the right to appeal the decision to the city-wide appeals committee.

Employees will have thirty (30) days from the date of denial by their department head to file an appeal with the Human Resources Director or their right to appeal shall be forfeited.

An appeals committee shall be comprised of the following representatives:

Two union representatives appointed by the unions (with two alternates).

- One department head (with one alternate).
- One non-affiliated (with one alternate).
- An independent neutral party to act as tie breaker. This person to be selected through agreement between the City and the unions. If no decision can be reached, the neutral shall be appointed by the P.E.L.R.B. Any costs associated with the neutral party hearing appeals shall be borne half by the City and half proportionally split amongst the unions whose members are appealing. The unions shall not be responsible for any costs incurred in appeal hearings from non-affiliated employees.
- The Human Resources Director as non-voting chairman to provide staff resources.

Members cannot sit in on appeals where the appellant is a member of the same department or union.

Terms of the members on this committee shall be staggered with two (2) year terms and members cannot serve more than two consecutive terms. Members must take at least one year off after serving two terms before being allowed to serve on the committee again. Alternates shall have no term limitations.

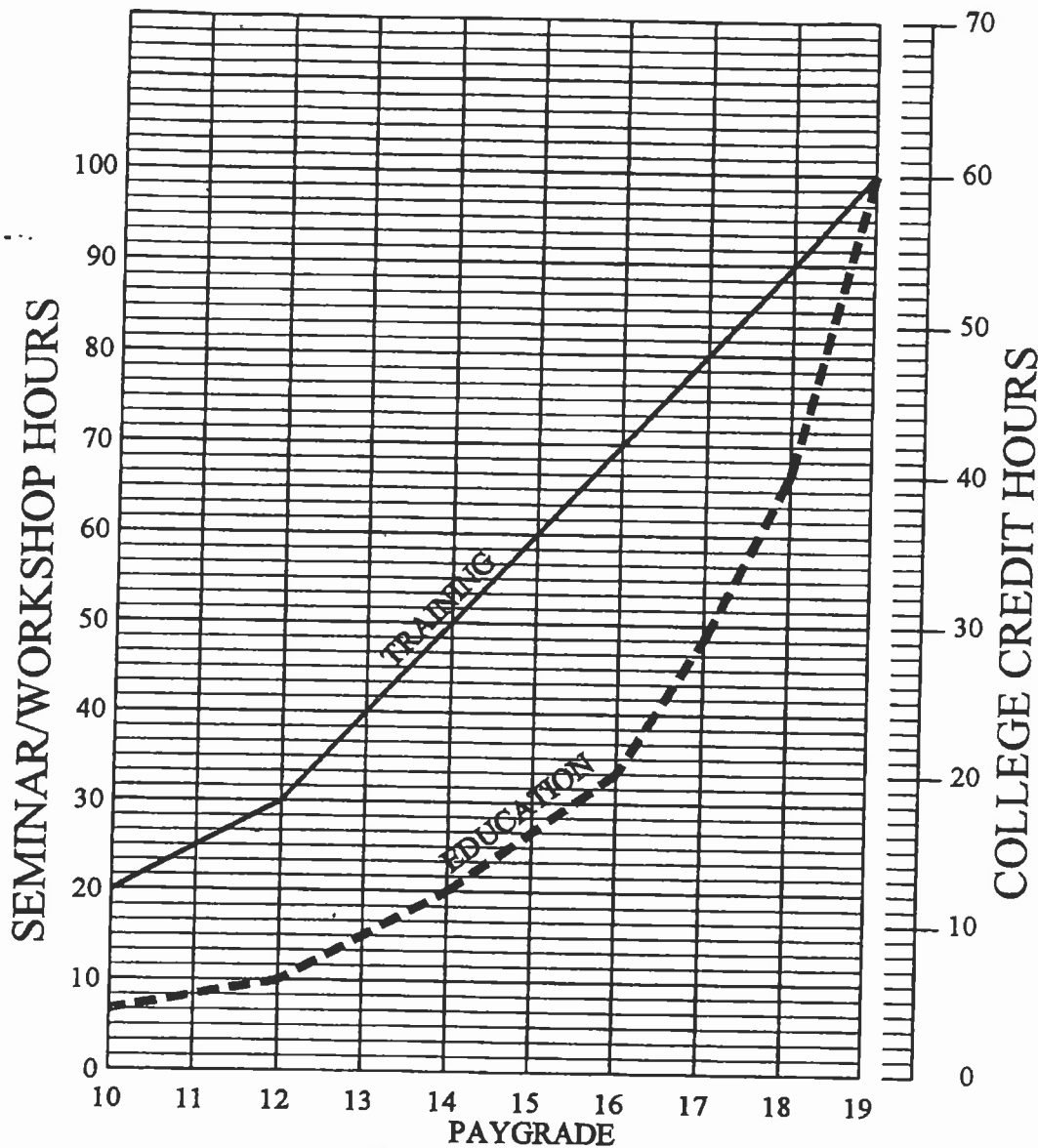
Unless agreed to by the appellant and the Human Resources Director the committee shall have sixty (60) days from receipt of the appeal to conduct a hearing on the matter.

The committee shall have thirty (30) days to render a decision on the matter.

A majority vote shall rule and all decisions are final, binding and non-grieveable. A decision favorable to the employee means the employee shall receive their merit step effective (including retro-active pay) to their position. Evaluation step increases will stop when an employee reaches Step 13 on the included pay matrix.

The provisions of this Article shall expire on the last day of this Agreement, provided that any employee denied a merit pay increase during the duration of this agreement shall be entitled to an appeal under this Article.

EDUCATIONAL & TRAINING A-STEP REQUIREMENTS



- ADDITIONAL EDUCATION
(Only requirement for A-step)
- ADDITIONAL TRAINING
(To be combined with additional skills for A-step)

Note:

- 1.) Education only or training along with skills is required for an A-step.
- 2.) An A-step for education for paygrades 8 through 12 will require a course in Customer Service/Public Relations
- 3.) Training (relevant to the position) as of January 1st, 1998 could be utilized toward an A-step.
- 4.) College credits (relevant to the position) which are currently recognized by the educational facility are acceptable toward an A-step.

HIGHWAY DEPARTMENT

"A" Step Skill Requirements

Examples of Skills

(Department pre-approval required)

- Commercial Driver's License
- Tractor Trailer License
- CPR Certification
- Defensive Driving [6 Hrs.]
- First Aid Certification
- Haz-Mat Certification
- Equipment Certification
- Work Zone Safety Training
- OSHA Certification
- ASE Certification
- Others as approved

Pay Grade Requirement Points

10 - 11	=	1	}	Obtained & Maintained
12 - 13	=	2	}	
14 - 15	=	3	}	
16 - 17	=	4	}	
18 - 19	=	5	}	

Note: Based on a determination by the Director, some skills may be worth more than one point.

MEMORANDUM OF AGREEMENT BETWEEN
AFSCME COUNCIL 93, LOCAL 298 and MANCHESTER
PUBLIC WORKS DEPARTMENT

The parties AFSCME Council 93, Local 298 (Hereinafter, "the Union") and the City of Manchester, Public Works Department (Hereinafter, "the Department") hereby wish to enter into this agreement to resolve a class action grievance filed on behalf of the members of local 298 regarding Article 9, Plus Rates, of the Master collective bargaining agreement. (Hereinafter, "the CBA") The terms and conditions of the agreement are as follows:

1.) The Department agrees to pay all employees the amounts listed under "DPW Amount" on the "Data for Plus Rate Grievance" sheets attached by the 2nd pay period in August 2017.

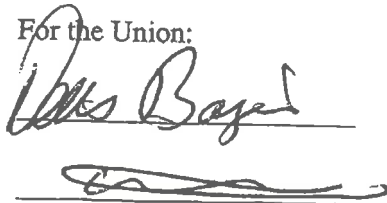
2.) The parties agree to add the following language as a new section to Article 9 Plus Rates of the CBA:

"9.6 The parties agree that when an employee is plus rated the fact that he/she is plus rated does not within itself mean that said employee is qualified per se for the position he/she was plus rated for."

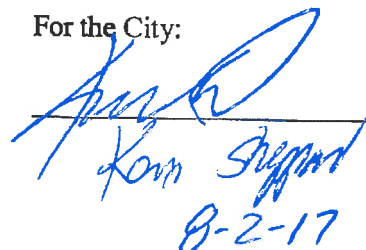
3.) The union agrees the Plus Rates grievance is settled.

Date: July 26, 2017

For the Union:



For the City:



8-2-17

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE		2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17
GRADE 1	Ex	14,609.11	15,047.41	15,498.80	15,963.79	16,442.71	16,935.98	17,444.07	17,967.38	18,506.40	19,061.59	19,633.46	20,222.47	20,829.14	21,454.00			
	H	7.10	7.30	7.52	7.77	7.99	8.21	8.47	8.73	8.99	9.26	9.53	9.83	10.13	10.42			
	O	10.650	10.950	11.280	11.655	11.985	12.315	12.705	13.095	13.485	13.890	14.295	14.745	15.195	15.630			
GRADE 1A	Ex	15,120.45	15,574.07	16,041.25	16,522.53	17,018.19	17,528.72	18,054.62	18,596.25	19,154.15	19,728.75	20,320.62	20,930.25	21,558.14	22,204.88			
	H	7.27	7.48	7.72	7.95	8.19	8.42	8.69	8.96	9.20	9.47	9.77	10.08	10.36	10.69			
	O	10.905	11.220	11.580	11.925	12.285	12.630	13.035	13.440	13.800	14.205	14.655	15.120	15.540	16.035			
GRADE 2	Ex	15,631.76	16,100.70	16,583.76	17,081.26	17,593.71	18,121.52	18,665.12	19,225.08	19,801.86	20,395.90	21,007.79	21,638.02	22,287.17	22,955.77			
	H	7.49	7.76	7.97	8.21	8.46	8.72	9.00	9.26	9.53	9.83	10.13	10.42	10.74	11.05			
	O	11.235	11.640	11.955	12.315	12.690	13.080	13.500	13.890	14.295	14.745	15.195	15.630	16.110	16.575			
GRADE 2A	Ex	16,178.88	16,664.25	17,164.17	17,679.09	18,209.47	18,755.73	19,318.41	19,897.98	20,494.93	21,109.75	21,743.06	22,395.36	23,067.23	23,759.22			
	H	7.81	8.02	8.26	8.50	8.77	9.03	9.29	9.56	9.86	10.16	10.45	10.79	11.10	11.42			
	O	11.715	12.030	12.390	12.750	13.155	13.545	13.935	14.340	14.790	15.240	15.675	16.185	16.650	17.130			
GRADE 3	Ex	16,725.98	17,227.75	17,744.61	18,276.96	18,825.24	19,390.00	19,971.71	20,570.87	21,188.01	21,823.63	22,478.35	23,152.67	23,847.26	24,562.67			
	H	8.05	8.28	8.53	8.81	9.06	9.33	9.60	9.90	10.20	10.48	10.83	11.15	11.47	11.80			
	O	12.075	12.420	12.795	13.215	13.590	13.995	14.400	14.850	15.300	15.720	16.245	16.725	17.205	17.700			
GRADE 3A	Ex	17,311.39	17,830.73	18,365.68	18,916.64	19,484.15	20,068.64	20,670.71	21,290.83	21,929.57	22,587.46	23,265.09	23,963.04	24,681.92	25,422.36			
	H	8.31	8.56	8.84	9.10	9.37	9.65	9.96	10.25	10.53	10.88	11.20	11.53	11.90	12.24			
	O	12.465	12.840	13.260	13.650	14.055	14.475	14.940	15.375	15.795	16.320	16.800	17.295	17.850	18.360			
GRADE 4	Ex	17,896.80	18,433.72	18,986.72	19,556.32	20,143.01	20,747.29	21,369.74	22,010.80	22,671.14	23,351.28	24,051.82	24,773.36	25,516.58	26,282.07			
	H	8.62	8.90	9.14	9.42	9.70	10.00	10.29	10.57	10.92	11.26	11.57	11.95	12.29	12.65			
	O	12.930	13.350	13.710	14.130	14.550	15.000	15.435	15.855	16.380	16.890	17.355	17.925	18.435	18.975			
GRADE 4A	Ex	18,523.21	19,078.88	19,651.27	20,240.81	20,848.04	21,473.47	22,117.67	22,781.18	23,464.64	24,168.56	24,893.60	25,640.43	26,409.65	27,201.97			
	H	8.91	9.18	9.45	9.73	10.05	10.32	10.65	10.96	11.30	11.64	11.99	12.35	12.70	13.10			
	O	13.365	13.770	14.175	14.595	15.075	15.480	15.975	16.440	16.950	17.460	17.985	18.525	19.050	19.650			
GRADE 5	Ex	19,149.58	19,724.05	20,315.81	20,925.27	21,553.02	22,199.63	22,865.60	23,551.59	24,258.13	24,985.85	25,735.44	26,507.50	27,302.74	28,121.82			
	H	9.22	9.48	9.77	10.08	10.36	10.69	11.00	11.33	11.67	12.02	12.38	12.74	13.14	13.51			
	O	13.830	14.220	14.655	15.120	15.540	16.035	16.500	16.995	17.505	18.030	18.570	19.110	19.710	20.265			
GRADE 5A	Ex	19,819.82	20,414.40	21,026.84	21,657.66	22,307.38	22,976.60	23,665.92	24,375.89	25,107.16	25,860.37	26,636.19	27,435.26	28,258.33	29,106.09			
	H	9.52	9.84	10.14	10.43	10.76	11.08	11.40	11.74	12.10	12.47	12.84	13.22	13.61	14.03			
	O	14.280	14.760	15.210	15.645	16.140	16.620	17.100	17.610	18.150	18.705	19.260	19.830	20.415	21.045			
GRADE 6	Ex	20,490.04	21,104.75	21,737.90	22,390.03	23,061.72	23,753.59	24,466.22	25,200.21	25,956.19	26,734.89	27,536.92	28,363.04	29,213.91	30,090.32			
	H	9.87	10.18	10.46	10.80	11.11	11.43	11.77	12.13	12.50	12.87	13.25	13.67	14.06	14.47			
	O	14.805	15.270	15.690	16.200	16.665	17.145	17.655	18.195	18.750	19.305	19.875	20.505	21.090	21.705			
GRADE 6A	Ex	21,207.21	21,843.43	22,498.72	23,173.68	23,868.92	24,584.97	25,322.53	26,082.19	26,864.64	27,670.60	28,500.74	29,355.73	30,236.41	31,143.52			
	H	10.20	10.49	10.84	11.16	11.49	11.84	12.19	12.55	12.94	13.31	13.73	14.12	14.54	15.01			
	O	15.300	15.735	16.260	16.740	17.235	17.760	18.285	18.825	19.410	19.965	20.595	21.180	21.810	22.515			

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
GRADE 7	21,924.36	22,582.10	23,259.56	23,937.35	24,676.06	25,415.98	26,178.84	26,964.18	27,773.12	28,606.32	29,464.51	30,348.44	31,258.88	32,196.67
(6E0)	10.52	10.87	11.20	11.53	11.89	12.24	12.59	12.98	13.35	13.79	14.19	14.61	15.06	15.49
O	15,780	16,305	16,800	17,295	17,835	18,360	18,885	19,470	20,025	20,685	21,285	21,915	22,590	23,235
GRADE 7A	22,691.72	23,372.48	24,073.64	24,795.84	25,539.72	26,305.89	27,095.11	27,907.94	28,745.19	29,607.53	30,495.77	31,410.67	32,352.96	33,323.56
(6EA)	10.91	11.26	11.57	11.95	12.30	12.66	13.06	13.43	13.84	14.26	14.68	15.12	15.55	16.03
O	16,365	16,890	17,355	17,925	18,450	18,990	19,590	20,145	20,760	21,390	22,020	22,680	23,325	24,045
GRADE 8	23,459.08	24,162.84	24,887.73	25,634.36	26,403.40	27,195.50	28,011.35	28,851.70	29,717.25	30,608.78	31,527.01	32,472.86	33,447.01	34,450.43
(6F0)	11.29	11.63	11.98	12.34	12.69	13.09	13.47	13.88	14.30	14.73	15.18	15.60	16.11	16.57
O	16,935	17,445	17,970	18,510	19,035	19,635	20,205	20,820	21,450	22,095	22,770	23,400	24,165	24,855
GRADE 8A	24,280.12	25,008.55	25,758.79	26,531.56	27,327.51	28,147.35	28,991.74	29,861.51	30,757.35	31,680.06	32,630.48	33,609.39	34,617.70	35,656.21
(6FA)	11.66	12.01	12.38	12.74	13.15	13.52	13.95	14.36	14.80	15.24	15.69	16.18	16.64	17.18
O	17,490	18,015	18,570	19,110	19,725	20,280	20,925	21,540	22,200	22,860	23,535	24,270	24,960	25,770
GRADE 9	25,101.22	25,854.26	26,629.88	27,428.76	28,251.64	29,099.16	29,972.14	30,871.31	31,797.46	32,751.38	33,733.91	34,745.94	35,788.31	36,861.96
(6G0)	12.07	12.46	12.83	13.21	13.60	14.02	14.43	14.88	15.33	15.80	16.27	16.75	17.26	17.76
O	18,105	18,690	19,245	19,815	20,400	21,030	21,645	22,320	22,995	23,700	24,405	25,125	25,890	26,640
GRADE 9A	25,979.77	26,759.13	27,561.92	28,388.76	29,240.43	30,117.63	31,021.20	31,951.81	32,910.36	33,897.68	34,914.60	35,962.05	37,040.92	38,152.09
(6GA)	12.50	12.87	13.25	13.67	14.06	14.47	14.95	15.38	15.86	16.31	16.80	17.32	17.81	18.36
O	18,750	19,305	19,875	20,505	21,090	21,705	22,425	23,070	23,790	24,465	25,200	25,980	26,715	27,540
GRADE 10	26,858.27	27,664.05	28,493.95	29,348.80	30,229.23	31,136.14	32,070.20	33,032.32	34,023.29	35,043.96	36,095.30	37,178.17	38,293.48	39,442.29
(6H0)	12.92	13.28	13.70	14.10	14.51	14.99	15.43	15.91	16.36	16.85	17.36	17.86	18.42	18.97
O	19,380	19,920	20,550	21,150	21,765	22,485	23,145	23,865	24,540	25,275	26,040	26,790	27,630	28,455
GRADE 10A	27,798.33	28,632.28	29,491.24	30,375.99	31,287.26	32,225.88	33,192.65	34,188.46	35,214.09	36,270.51	37,358.65	38,479.38	39,633.76	40,822.76
(6HA)	13.35	13.80	14.20	14.62	15.07	15.50	15.98	16.43	16.93	17.43	17.98	18.51	19.07	19.62
O	20,025	20,700	21,300	21,930	22,605	23,250	23,970	24,645	25,395	26,145	26,970	27,765	28,605	29,430
GRADE 11	28,738.36	29,600.50	30,488.54	31,403.18	32,345.29	33,315.65	34,315.13	35,344.56	36,404.88	37,497.03	38,621.97	39,780.65	40,974.03	42,203.27
(6I0)	13.84	14.24	14.67	15.11	15.54	16.03	16.51	17.01	17.49	18.05	18.57	19.14	19.72	20.30
O	20,760	21,360	22,005	22,665	23,310	24,045	24,765	25,515	26,235	27,075	27,855	28,710	29,580	30,450
GRADE 11A	29,744.19	30,636.55	31,555.62	32,502.29	33,477.38	34,481.68	35,516.15	36,581.62	37,679.05	38,809.46	39,973.72	41,172.94	42,408.12	43,680.37
(6IA)	14.31	14.74	15.19	15.62	16.13	16.59	17.12	17.62	18.16	18.69	19.25	19.83	20.42	21.04
O	21,465	22,110	22,785	23,430	24,195	24,885	25,680	26,430	27,240	28,035	28,875	29,745	30,630	31,560
GRADE 12	30,750.06	31,672.52	32,622.71	33,601.39	34,609.47	35,647.73	36,717.17	37,818.65	38,953.25	40,121.86	41,325.48	42,565.26	43,842.22	45,157.47
(6J0)	14.78	15.23	15.68	16.17	16.63	17.16	17.66	18.21	18.74	19.30	19.87	20.46	21.10	21.74
O	22,170	22,845	23,520	24,255	24,945	25,740	26,490	27,315	28,110	28,950	29,805	30,690	31,650	32,610
GRADE 12A	31,826.29	32,781.13	33,764.55	34,777.45	35,820.75	36,895.40	38,002.25	39,142.32	40,316.58	41,526.11	42,771.91	44,055.04	45,376.71	46,737.98
(6JA)	15.30	15.76	16.24	16.73	17.24	17.74	18.28	18.84	19.40	19.98	20.59	21.20	21.83	22.48
O	22,950	23,640	24,360	25,095	25,860	26,610	27,420	28,260	29,100	29,970	30,885	31,800	32,745	33,720

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	2016 STEP 1	2016 STEP 2	2016 STEP 3	2016 STEP 4	2016 STEP 5	2016 STEP 6	2016 STEP 7	2016 STEP 8	2016 STEP 9	2016 STEP 10	2016 STEP 11	2016 STEP 12	2016 STEP 13	2016 STEP AL1
GRADE 13 Ex (6K0) H O	32,902.54 15.85 23.775	33,889.65 16.30 24.450	34,906.34 16.78 25.170	35,953.50 17.31 25.965	37,032.10 17.80 26.700	38,143.08 18.35 27.525	39,287.36 18.91 28.365	40,465.98 19.48 29.220	41,679.95 20.04 30.060	42,930.37 20.66 30.990	44,218.32 21.27 31.905	45,544.81 21.92 32.880	46,911.21 22.56 33.840	48,318.50 23.26 34.890
GRADE 13A Ex (6KA) H O	34,054.15 16.36 24.540	35,075.76 16.86 25.290	36,128.06 17.38 26.070	37,211.88 17.89 26.835	38,328.24 18.44 27.660	39,478.09 18.99 28.485	40,662.42 19.56 29.340	41,882.31 20.15 30.225	43,138.77 20.75 31.125	44,432.93 21.38 32.070	45,765.91 22.02 33.030	47,138.93 22.66 33.990	48,553.05 23.36 35.040	50,009.67 24.08 36.120
GRADE 14 Ex (6L0) H O	35,205.75 16.91 25.365	36,261.92 17.43 26.145	37,349.77 17.98 26.970	38,470.25 18.50 27.750	39,624.36 19.04 28.560	40,813.09 19.61 29.415	42,037.49 20.23 30.345	43,298.63 20.81 31.215	44,597.58 21.45 32.175	45,935.51 22.09 33.135	47,313.53 22.77 34.155	48,732.97 23.45 35.175	50,194.97 24.16 36.240	51,700.81 24.87 37.305
GRADE 14A Ex (6LA) H O	36,437.94 17.49 26.235	37,531.07 18.06 27.090	38,657.00 18.58 27.870	39,816.70 19.15 28.725	41,011.22 19.73 29.595	42,241.52 20.32 30.480	43,508.81 20.93 31.395	44,814.08 21.54 32.310	46,158.49 22.20 33.300	47,543.25 22.87 34.305	48,969.54 23.55 35.325	50,438.62 24.26 36.390	51,951.75 24.97 37.455	53,510.36 25.72 38.580
GRADE 15 Ex (6M0) H O	37,670.13 18.12 27.180	38,800.25 18.64 27.960	39,964.26 19.21 28.815	41,163.19 19.81 29.715	42,398.07 20.40 30.600	43,670.03 21.02 31.530	44,980.12 21.64 32.460	46,329.54 22.28 33.420	47,719.41 22.96 34.440	49,150.99 23.64 35.460	50,625.51 24.35 36.525	52,144.28 25.07 37.605	53,708.59 25.83 38.745	55,319.87 26.61 39.915
GRADE 15A Ex (6MA) H O	38,988.59 18.76 28.140	40,158.25 19.31 28.965	41,362.98 19.90 29.850	42,603.89 20.50 30.750	43,882.00 21.14 31.710	45,198.46 21.77 32.655	46,554.42 22.41 33.615	47,951.06 23.08 34.620	49,389.59 23.75 35.625	50,871.27 24.47 36.705	52,397.41 25.22 37.830	53,969.33 25.96 38.940	55,588.40 26.74 40.110	57,256.06 27.55 41.325
GRADE 16 Ex (6N0) H O	40,307.06 19.39 29.085	41,516.25 19.97 29.955	42,761.74 20.59 30.885	44,044.57 21.20 31.800	45,365.94 21.83 32.745	46,726.90 22.48 33.720	48,128.71 23.15 34.725	49,572.59 23.83 35.745	51,059.75 24.57 36.855	52,591.56 25.32 37.980	54,169.30 26.07 39.105	55,794.37 26.85 40.275	57,468.20 27.65 41.475	59,192.23 28.46 42.690
GRADE 16A Ex (6NA) H O	41,717.80 20.04 30.060	42,969.33 20.66 30.990	44,258.40 21.27 31,905	45,586.19 21.92 32.880	46,953.74 22.58 33.870	48,362.35 23.28 34.920	49,813.24 24.00 36.000	51,307.62 24.69 37.035	52,846.87 25.44 38.160	54,432.25 26.18 39.270	56,065.23 26.99 40.485	57,747.16 27.81 41.715	59,479.59 28.64 42.960	61,263.96 29.50 44.250
GRADE 17 Ex (6O0) H O	43,128.55 20.74 31.110	44,422.41 21.37 32.055	45,755.07 22.01 33.015	47,127.72 22.65 33.975	48,541.55 23.35 35.025	49,997.81 24.07 36.105	51,497.72 24.78 37.170	53,042.69 25.51 38.265	54,633.93 26.29 39.435	56,272.95 27.08 40.620	57,961.13 27.87 41.805	59,699.98 28.70 43.050	61,490.97 29.56 44.340	63,335.71 30.46 45.690
GRADE 17A Ex (6OA) H O	44,638.06 21.46 32.190	45,977.17 22.10 33.150	47,356.50 22.78 34.170	48,777.19 23.46 35.190	50,240.49 24.17 36.255	51,747.71 24.88 37.320	53,300.15 25.62 38.430	54,899.15 26.41 39.615	56,546.13 27.18 40.770	58,242.53 27.99 41.985	59,983.78 28.87 43.305	61,789.47 29.71 44.565	63,643.15 30.60 45.900	65,552.46 31.55 47.325
GRADE 18 Ex (6P0) H O	46,147.53 22.19 33.285	47,531.95 22.86 34.290	48,957.91 23.53 35.295	50,426.66 24.24 36.360	51,939.46 24.96 37.440	53,497.65 25.71 38.565	55,102.58 26.51 39.765	56,755.65 27.29 40.935	58,458.32 28.13 42.195	60,212.06 28.99 43.485	62,018.41 29.86 44.790	63,878.98 30.75 46.125	65,795.33 31.66 47.490	67,769.20 32.62 48.930
GRADE 18A Ex (6PA) H O	47,762.71 22.97 34.455	49,195.56 23.65 35.475	50,671.45 24.36 36.540	52,191.61 25.09 37.635	53,757.32 25.85 38.775	55,370.06 26.63 39.945	57,031.14 27.43 41.145	58,742.11 28.26 42.390	60,504.37 29.10 43.650	62,319.48 29.96 44.940	64,189.08 30.86 46.290	66,114.74 31.76 47.640	68,098.18 32.76 49.140	70,141.14 33.73 50.595

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
GRADE 19 Ex (6Q0)	49,377.87	50,859.21	52,384.97	53,956.52	55,575.22	57,242.50	58,959.76	60,728.55	62,550.41	64,426.89	66,359.72	68,350.52	70,401.03	72,513.04
	23.74	24.45	25.20	25.94	26.71	27.54	28.37	29.20	30.10	30.98	31.94	32.88	33.87	34.90
	35.610	36.675	37.800	38.910	40.065	41.310	42.555	43.800	45.150	46.470	47.910	49.320	50.805	52.350
GRADE 19A Ex (6QA)	51,106.08	52,639.27	54,218.44	55,845.00	57,520.36	59,245.98	61,023.32	62,854.07	64,739.67	66,681.85	68,682.30	70,742.78	72,865.06	75,051.00
	24.59	25.35	26.09	26.87	27.68	28.49	29.34	30.24	31.16	32.09	33.03	34.03	35.06	36.12
	36.885	38.025	39.135	40.305	41.520	42.735	44.010	45.360	46.740	48.135	49.545	51.045	52.590	54.180
GRADE 20 Ex (6R0)	52,834.30	54,419.31	56,051.89	57,733.49	59,465.49	61,249.45	63,086.94	64,979.55	66,928.92	68,936.78	71,004.90	73,135.03	75,329.10	77,588.98
	25.41	26.15	26.95	27.79	28.62	29.48	30.35	31.28	32.20	33.18	34.16	35.17	36.25	37.34
	38.115	39.225	40.425	41.685	42.930	44.220	45.525	46.920	48.300	49.770	51.240	52.755	54.375	56.010
GRADE 20A Ex (6RA)	54,683.51	56,324.01	58,013.75	59,754.17	61,546.78	63,393.19	65,294.95	67,253.81	69,271.44	71,349.56	73,490.07	75,694.77	77,965.59	80,304.57
	26.32	27.11	27.90	28.73	29.59	30.49	31.41	32.36	33.34	34.32	35.35	36.41	37.50	38.62
	39.480	40.665	41.850	43.095	44.385	45.735	47.115	48.540	50.010	51.480	53.025	54.615	56.250	57.930
GRADE 21 Ex (6S0)	56,532.70	58,228.67	59,975.56	61,774.83	63,628.05	65,536.92	67,503.01	69,528.09	71,613.94	73,762.36	75,975.25	78,254.49	80,602.15	83,020.19
	27.17	27.99	28.86	29.70	30.59	31.54	32.48	33.44	34.46	35.47	36.52	37.63	38.77	39.94
	40.755	41.985	43.290	44.550	45.885	47.310	48.720	50.160	51.690	53.205	54.780	56.445	58.155	59.910
GRADE 21A Ex (6SA)	58,511.35	60,266.70	62,074.71	63,936.94	65,855.04	67,830.70	69,865.60	71,961.60	74,120.44	76,344.06	78,634.37	80,993.42	83,423.18	85,925.90
	28.15	29.01	29.88	30.77	31.68	32.65	33.63	34.63	35.68	36.75	37.84	38.98	40.15	41.36
	42.225	43.515	44.820	46.155	47.520	48.975	50.445	51.945	53.520	55.125	56.760	58.470	60.225	62.040
GRADE 22 Ex (6T0)	60,490.00	62,304.68	64,173.81	66,099.07	68,082.03	70,124.51	72,228.22	74,395.06	76,626.91	78,925.73	81,293.50	83,732.31	86,244.26	88,831.58
	29.09	29.95	30.85	31.75	32.75	33.72	34.71	35.78	36.84	37.98	39.10	40.27	41.49	42.72
	43.635	44.925	46.275	47.625	49.125	50.580	52.065	53.670	55.260	56.970	58.650	60.405	62.235	64.080
GRADE 22A Ex (6TA)	62,607.15	64,485.37	66,419.94	68,412.51	70,464.90	72,578.85	74,756.23	76,998.88	79,308.87	81,688.13	84,138.79	86,662.95	89,262.83	91,940.73
	30.12	31.00	31.96	32.90	33.89	34.94	35.94	37.04	38.13	39.29	40.45	41.66	42.94	44.21
	45.180	46.500	47.940	49.350	50.835	52.410	53.910	55.560	57.195	58.935	60.675	62.490	64.410	66.315
GRADE 23 Ex (6U0)	64,724.29	66,666.02	68,666.03	70,725.97	72,847.79	75,033.18	77,284.19	79,602.74	81,990.80	84,450.54	86,984.05	89,593.57	92,281.37	95,049.81
	31.09	32.07	33.01	34.01	35.04	36.09	37.17	38.27	39.43	40.60	41.82	43.07	44.39	45.69
	46.635	48.105	49.515	51.015	52.560	54.135	55.755	57.405	59.145	60.900	62.730	64.605	66.585	68.535
GRADE 23A Ex (6UA)	66,989.64	68,999.35	71,069.32	73,201.40	75,397.44	77,659.38	79,989.14	82,388.81	84,860.49	87,406.30	90,028.49	92,729.33	95,511.21	98,376.56
	32.20	33.18	34.16	35.18	36.27	37.35	38.47	39.62	40.81	42.02	43.28	44.59	45.93	47.31
	48.300	49.770	51.240	52.770	54.405	56.025	57.705	59.430	61.215	63.030	64.920	66.885	68.895	70.965
GRADE 24 Ex (6V0)	69,254.99	71,332.64	73,472.65	75,676.83	77,947.11	80,285.54	82,694.07	85,174.92	87,730.18	90,362.09	93,072.92	95,865.11	98,741.07	101,703.30
	33.30	34.29	35.33	36.38	37.48	38.60	39.76	40.97	42.19	43.44	44.74	46.12	47.49	48.91
	49.950	51.435	52.995	54.570	56.220	57.900	59.640	61.455	63.285	65.160	67.110	69.180	71.235	73.365
GRADE 24A Ex (6VA)	71,678.94	73,829.31	76,044.18	78,325.50	80,675.28	83,095.52	85,588.39	88,156.02	90,800.72	93,524.73	96,330.46	99,220.40	102,197.00	105,262.92
	34.47	35.49	36.54	37.65	38.79	39.96	41.14	42.38	43.66	44.98	46.32	47.70	49.13	50.61
	51.705	53.235	54.810	56.475	58.185	59.940	61.710	63.570	65.490	67.470	69.480	71.550	73.695	75.915

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
GRADE 25 Ex (6W0) H O	74,102.86 35.63 53.445	76,325.93 36.70 55.050	78,615.71 37.78 56.670	80,974.18 38.94 58.410	83,403.42 40.10 60.150	85,905.55 41.30 61.950	88,482.68 42.56 63.840	91,137.15 43.83 65.745	93,871.31 45.14 67.710	96,687.41 46.49 69.735	99,588.04 47.88 71.820	102,575.69 49.31 73.965	105,652.96 50.79 76.185	108,822.53 52.33 78.495
GRADE 25A Ex (6WA) H O	76,696.46 36.88 55.320	78,997.36 38.00 57.000	81,367.24 39.13 58.695	83,808.30 40.30 60.450	86,322.55 41.51 62.265	88,912.19 42.76 64.140	91,579.58 44.05 66.075	94,326.96 45.36 68.040	97,156.79 46.73 70.095	100,071.49 48.13 72.195	103,073.64 49.58 74.370	106,165.84 51.07 76.605	109,350.81 52.58 78.870	112,631.32 54.17 81.255
GRADE 26 Ex (6X0) H O	79,290.05 38.13 57.195	81,668.76 39.29 58.935	84,118.82 40.45 60.675	86,642.37 41.66 62.490	89,241.63 42.93 64.395	91,918.92 44.20 66.300	94,676.47 45.53 68.295	97,516.77 46.88 70.320	100,442.26 48.30 72.450	103,455.54 49.75 74.625	106,559.19 51.23 76.845	109,755.98 52.77 79.155	113,048.63 54.36 81.540	116,440.11 55.97 83.955
GRADE 26A Ex (6XA) H O	82,065.22 39.46 59.190	84,527.17 40.65 60.975	87,062.99 41.87 62.805	89,674.88 43.13 64.695	92,365.11 44.43 66.645	95,187.57 45.73 68.595	97,990.14 47.13 70.695	100,929.86 48.55 72.825	103,957.74 50.00 75.000	107,076.47 51.50 77.250	110,288.77 53.03 79.545	113,597.41 54.64 81.960	117,005.37 56.28 84.420	120,515.52 57.95 86.925
GRADE 27 Ex (6Y0) H O	84,840.35 40.80 61.200	87,385.56 42.01 63.015	90,007.14 43.27 64.905	92,707.34 44.58 66.870	95,488.56 45.92 68.880	98,353.22 47.30 70.950	101,303.82 48.69 73.035	104,342.95 50.17 75.255	107,473.21 51.67 77.505	110,697.40 53.24 79.860	114,018.35 54.82 82.230	117,438.88 56.47 84.705	120,962.08 58.17 87.255	124,590.91 59.92 89.880
GRADE 27A Ex (6YA) H O	87,809.76 42.23 63.345	90,444.05 43.47 65.205	93,157.39 44.77 67.155	95,952.10 46.15 69.225	98,830.66 47.53 71.295	101,795.59 48.95 73.425	104,849.43 50.40 75.600	107,994.93 51.93 77.895	111,234.79 53.49 80.235	114,571.82 55.07 82.605	118,008.97 56.74 85.110	121,549.25 58.44 87.660	125,195.72 60.20 90.300	128,951.62 61.99 92.985
GRADE 28 Ex (6Z0) H O	90,779.17 43.64 65.460	93,502.56 44.96 67.440	96,307.61 46.30 69.450	99,196.89 47.69 71.535	102,172.78 49.12 73.680	105,237.97 50.59 75.885	108,395.08 52.12 78.180	111,646.94 53.68 80.520	114,996.34 55.30 82.950	118,446.24 56.97 85.455	121,999.63 58.69 88.035	125,659.62 60.45 90.675	129,429.42 62.25 93.375	133,312.28 64.12 96.180
GRADE 28A Ex (6ZA) H O	93,956.45 45.17 67.755	96,775.13 46.55 69.825	99,678.38 47.93 71.895	102,668.77 49.36 74.040	105,748.82 50.84 76.260	108,921.29 52.38 78.570	112,188.91 53.94 80.910	115,554.59 55.56 83.340	119,021.23 57.22 85.830	122,591.86 58.93 88.395	126,269.59 60.71 91.065	130,057.73 62.52 93.780	133,959.45 64.41 96.615	137,978.22 66.34 99.510
GRADE 29 Ex (600) H O	97,133.71 46.72 70.080	100,047.73 48.12 72.180	103,049.18 49.56 74.340	106,140.65 51.06 76.590	109,324.86 52.57 78.855	112,604.60 54.16 81.240	115,982.75 55.79 83.685	119,462.21 57.46 86.190	123,046.09 59.20 88.800	126,737.48 60.96 91.440	130,539.61 62.80 94.200	134,455.78 64.65 96.975	138,489.47 66.61 99.915	142,644.16 68.60 102.900
GRADE 29A Ex (60A) H O	100,533.39 48.33 72.495	103,549.39 49.79 74.685	106,655.89 51.28 76.920	109,855.58 52.82 79.230	113,151.23 54.42 81.630	116,545.77 56.04 84.060	120,042.16 57.74 86.610	123,643.40 59.47 89.205	127,352.70 61.25 91.875	131,173.31 63.07 94.605	135,108.48 64.98 97.470	139,161.75 66.92 100.380	143,336.60 68.93 103.395	147,636.71 70.99 106.485
GRADE 30 Ex (610) H O	103,933.05 49.94 74.910	107,051.08 51.46 77.190	110,262.60 52.99 79.485	113,570.50 54.62 81.930	116,977.58 56.25 84.375	120,486.92 57.93 86.895	124,101.53 59.65 89.475	127,824.58 61.48 92.220	131,659.31 63.30 94.950	135,609.11 65.23 97.845	139,677.36 67.18 100.770	143,867.69 69.17 103.755	148,183.71 71.27 106.905	152,629.25 73.40 110.100
GRADE 30A Ex (61A) H O	107,570.72 51.72 77.580	110,797.87 53.29 79.935	114,121.79 54.89 82.335	117,545.46 56.53 84.795	121,071.83 58.25 87.375	124,703.97 59.98 89.970	128,445.08 61.78 92.670	132,298.45 63.64 95.460	136,267.40 65.53 98.295	140,355.42 67.51 101.265	144,566.08 69.53 104.295	148,903.06 71.61 107.415	153,370.15 73.77 110.655	157,971.25 75.96 113.940

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
GRADE 31 (620)	Ex 111,208.40 53.48 80,220	H 114,544.67 55.06 82,590	O 117,981.00 56.72 85,080	121,520.43 58.42 87,630	125,166.04 60.17 90,255	128,921.03 61.97 92,955	132,788.65 63.83 95,745	136,772.30 65.75 98,625	140,875.49 67.72 101,580	145,101.74 69.77 104,655	149,454.78 71.88 107,820	153,938.30 74.03 111,045	158,556.59 76.23 114,345	163,313.27 78.53 117,795
GRADE 31A (62A)	Ex 115,100.70 55.34 83,010	H 118,553.71 57.00 85,500	O 122,110.31 58.72 88,080	125,773.63 60.49 90,735	129,546.83 62.29 93,435	133,433.24 64.17 96,255	137,436.22 66.09 99,135	141,559.33 68.05 102,075	145,806.10 70.11 105,165	150,180.31 72.20 108,300	154,685.69 74.39 111,585	159,326.28 76.61 114,915	164,106.08 78.92 118,380	169,029.26 81.28 121,920
GRADE 32 (630)	Ex 118,993.00 57.20 85,800	H 122,562.77 58.91 88,365	O 126,239.65 60.70 91,050	130,026.85 62.51 93,765	133,927.65 64.40 96,600	137,945.49 66.33 99,495	142,083.83 68.32 102,480	146,346.35 70.37 105,555	150,736.75 72.48 108,720	155,258.87 74.64 111,960	159,916.60 76.89 115,335	164,714.11 79.21 118,815	169,655.54 81.57 122,355	174,745.22 84.04 126,060
GRADE 32A (63A)	Ex 123,157.72 59.22 88,830	H 126,852.48 61.00 91,500	O 130,658.06 62.85 94,275	134,577.79 64.71 97,065	138,615.14 66.65 99,975	142,773.58 68.66 102,990	147,056.80 70.73 106,095	151,468.49 72.82 109,230	156,012.53 75.02 112,530	160,692.91 77.27 115,905	165,513.69 79.59 119,385	170,479.10 81.97 122,955	175,593.49 84.44 126,660	180,861.31 86.98 130,470
GRADE 33 (640)	Ex 127,322.48 61.21 91,815	H 131,142.18 63.04 94,560	O 135,076.44 64.96 97,440	139,128.71 66.90 100,350	143,302.59 68.91 103,365	147,601.65 70.97 106,455	152,029.71 73.11 109,665	156,590.58 75.30 112,950	161,288.31 77.55 116,325	166,126.95 79.87 119,805	171,110.81 82.28 123,420	176,244.08 84.76 127,140	181,531.45 87.29 130,935	186,977.37 89.90 134,850
GRADE 33A (64A)	Ex 131,778.77 63.34 95,010	H 135,732.15 65.27 97,905	O 139,804.12 67.22 100,830	143,998.24 69.24 103,860	148,318.19 71.32 106,980	152,767.72 73.45 110,175	157,350.73 75.65 113,475	162,071.25 77.91 116,865	166,933.41 80.26 120,390	171,941.44 82.66 123,990	177,099.66 85.15 127,725	182,412.66 87.73 131,595	187,885.04 90.34 135,510	193,521.58 93.03 139,545
GRADE 34 (650)	Ex 136,235.04 65.49 98,235	H 140,322.14 67.46 101,190	O 144,531.79 69.50 104,250	148,867.74 71.56 107,340	153,333.76 73.73 110,595	157,933.80 75.93 113,895	162,671.79 78.22 117,330	167,551.95 80.56 120,840	172,578.50 82.98 124,470	177,755.86 85.47 128,205	183,088.55 88.02 132,030	188,581.17 90.69 136,035	194,238.64 93.41 140,115	200,065.80 96.20 144,300
GRADE 34A (65A)	Ex 141,003.28 67.80 101,700	H 145,233.40 69.81 104,715	O 149,590.39 71.94 107,910	154,078.13 74.08 111,120	158,700.44 76.30 114,450	163,461.46 78.59 117,885	168,365.30 80.95 121,425	173,416.25 83.38 125,070	178,618.75 85.87 128,805	183,977.31 88.45 132,675	189,496.64 91.09 136,635	195,181.52 93.86 140,790	201,037.03 96.66 144,990	207,068.11 99.56 149,340
GRADE 35 (660)	Ex 145,771.50 70.09 105,135	H 150,144.65 72.19 108,285	O 154,649.01 74.37 111,555	159,288.48 76.59 114,885	164,067.13 78.90 118,350	168,989.15 81.26 121,890	174,058.81 83.69 125,535	179,280.58 86.21 129,315	184,658.99 88.78 133,170	190,198.77 91.47 137,205	195,904.76 94.20 141,300	201,781.83 97.02 145,530	207,835.35 99.95 149,925	214,070.38 102.95 154,425
GRADE 35A (66A)	Ex 150,873.52 72.54 108,810	H 155,399.75 74.72 112,080	O 160,061.71 76.95 115,425	164,863.57 79.26 118,890	169,809.48 81.63 122,445	174,903.76 84.09 126,135	180,150.87 86.62 129,930	185,555.39 89.22 133,830	191,122.06 91.90 137,850	196,855.72 94.65 141,975	202,761.44 97.50 146,250	208,844.21 100.40 150,600	215,109.58 103.41 155,115	221,562.86 106.50 159,750
GRADE 36 (670)	Ex 155,975.52 75.00 112,500	H 160,654.80 77.23 115,845	O 165,474.45 79.56 119,340	170,438.65 81.94 122,910	175,551.84 84.41 126,615	180,818.40 86.94 130,410	186,242.95 89.56 134,340	191,830.22 92.23 138,345	197,585.14 95.02 142,530	203,512.68 97.87 146,805	209,618.09 100.81 151,215	215,906.60 103.83 155,745	222,383.84 106.93 160,395	229,055.33 110.13 165,195
GRADE 36A (67A)	Ex 161,434.65 77.63 116,445	H 166,277.73 79.95 119,925	O 171,266.04 82.36 123,540	176,404.01 84.83 127,245	181,696.16 87.38 131,070	187,147.02 89.98 134,970	192,761.43 92.70 139,050	198,544.26 95.46 143,190	204,500.59 98.30 147,450	210,635.61 101.25 151,875	216,954.71 104.28 156,420	223,463.33 107.42 161,130	230,167.25 110.65 165,975	237,072.26 114.00 171,000

GRADE	2016			2016			2016			2016			2016		
	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4
GRADE 1	Ex	22,097.62	22,765.51	23,443.36	24,146.68	24,871.06	25,617.19	H	10.74	11.03	11.38	11.72	12.08	12.43	12.43
	O	16.110	16.545	17.070	17.580	18.120	18.645								
GRADE 1A	Ex	22,871.03	23,562.31	24,263.88	24,991.79	25,741.58	26,513.80	H	11.00	11.32	11.67	12.02	12.38	12.74	12.74
	O	16.500	16.980	17.505	18.030	18.570	19.110								
GRADE 2	Ex	23,644.45	24,359.11	25,084.40	25,836.94	26,612.05	27,410.38	H	11.38	11.74	12.07	12.44	12.81	13.19	13.19
	O	17.070	17.610	18.105	18.660	19.215	19.785								
GRADE 2A	Ex	24,472.01	25,211.68	25,962.34	26,741.20	27,543.49	28,369.77	H	11.76	12.12	12.50	12.87	13.25	13.67	13.67
	O	17.640	18.180	18.750	19.305	19.875	20.505								
GRADE 3	Ex	25,299.58	26,064.25	26,840.30	27,645.51	28,474.84	29,329.13	H	12.16	12.53	12.92	13.28	13.70	14.10	14.10
	O	18.240	18.795	19.380	19.920	20.550	21.150								
GRADE 3A	Ex	26,185.04	26,976.47	27,779.72	28,613.12	29,471.51	30,355.65	H	12.59	12.98	13.35	13.79	14.19	14.61	14.61
	O	18.885	19.470	20.025	20.685	21.285	21.915								
GRADE 4	Ex	27,070.51	27,888.73	28,719.13	29,580.70	30,468.12	31,382.16	H	13.04	13.42	13.83	14.23	14.66	15.10	15.10
	O	19.560	20.130	20.745	21.345	21.990	22.650								
GRADE 4A	Ex	28,018.02	28,864.86	29,724.28	30,616.03	31,534.51	32,480.54	H	13.47	13.88	14.30	14.73	15.18	15.60	15.60
	O	20.205	20.820	21.450	22.095	22.770	23.400								
GRADE 5	Ex	28,965.47	29,840.92	30,729.46	31,651.33	32,600.89	33,578.89	H	13.94	14.35	14.77	15.22	15.67	16.16	16.16
	O	20.910	21.525	22.155	22.830	23.505	24.240								
GRADE 5A	Ex	29,979.26	30,885.37	31,805.00	32,759.16	33,741.91	34,754.16	H	14.44	14.90	15.34	15.82	16.28	16.76	16.76
	O	21.660	22.350	23.010	23.730	24.420	25.140								
GRADE 6	Ex	30,993.05	31,929.82	32,880.54	33,866.96	34,882.95	35,929.46	H	14.95	15.38	15.86	16.31	16.80	17.32	17.32
	O	22.425	23.070	23.790	24.465	25.200	25.980								
GRADE 6A	Ex	32,077.81	33,047.36	34,031.34	35,052.27	36,103.85	37,186.97	H	15.44	15.92	16.37	16.87	17.38	17.89	17.89
	O	23.160	23.880	24.555	25.305	26.070	26.835								

GRADE	2016			2016			2016			2016		
	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 7 Ex	33,162.56	34,164.90	35,182.17	36,237.63	37,324.74	38,444.51						
(6E0) H	15.96	16.42	16.92	17.42	17.96	18.48						
O	23.940	24.630	25.380	26.130	26.940	27.720						
GRADE 7A Ex	34,323.24	35,360.67	36,413.57	37,505.94	38,631.12	39,790.08						
(6EA) H	16.51	17.01	17.49	18.05	18.57	19.14						
O	24.765	25.515	26.235	27.075	27.855	28.710						
GRADE 8 Ex	35,483.95	36,556.45	37,644.92	38,774.26	39,937.49	41,135.62						
(6F0) H	17.08	17.59	18.12	18.63	19.20	19.79						
O	25.620	26.385	27.180	27.945	28.800	29.685						
GRADE 8A Ex	36,725.88	37,835.92	38,962.50	40,131.36	41,335.31	42,575.34						
(6FA) H	17.68	18.22	18.76	19.31	19.88	20.49						
O	26.520	27.330	28.140	28.965	29.820	30.735						
GRADE 9 Ex	37,967.83	39,115.40	40,280.07	41,488.47	42,733.12	44,015.11						
(6G0) H	18.31	18.86	19.44	20.00	20.61	21.22						
O	27.465	28.290	29.160	30.000	30.915	31.830						
GRADE 9A Ex	39,296.71	40,484.47	41,689.87	42,940.56	44,228.75	45,555.65						
(6GA) H	18.92	19.49	20.05	20.67	21.28	21.94						
O	28.380	29.235	30.075	31.005	31.920	32.910						
GRADE 10 Ex	40,625.59	41,853.51	43,099.66	44,392.65	45,724.41	47,096.16						
(6H0) H	19.54	20.12	20.73	21.35	21.99	22.64						
O	29.310	30.180	31.095	32.025	32.985	33.960						
GRADE 10A Ex	42,047.45	43,318.33	44,608.14	45,946.39	47,324.77	48,744.54						
(6HA) H	20.23	20.81	21.45	22.09	22.77	23.45						
O	30.345	31.215	32.175	33.135	34.155	35.175						
GRADE 11 Ex	43,469.36	44,783.21	46,116.64	47,500.13	48,925.15	50,392.89						
(6I0) H	20.89	21.53	22.19	22.86	23.53	24.24						
O	31.335	32.295	33.285	34.290	35.295	36.360						
GRADE 11A Ex	44,990.77	46,350.60	47,730.71	49,162.64	50,637.53	52,156.66						
(6IA) H	21.66	22.33	22.98	23.66	24.38	25.11						
O	32.490	33.495	34.470	35.490	36.570	37.665						
GRADE 12 Ex	46,512.21	47,918.04	49,344.82	50,825.13	52,349.90	53,920.41						
(6J0) H	22.39	23.05	23.72	24.44	25.19	25.93						
O	33.585	34.575	35.580	36.660	37.785	38.895						
GRADE 12A Ex	48,140.12	49,595.16	51,071.85	52,604.02	54,182.16	55,807.61						
(6JA) H	23.15	23.84	24.58	25.34	26.08	26.86						
O	34.725	35.760	36.870	38.010	39.120	40.290						

GRADE	2016			2016			2016			2016		
	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 13 Ex (6K0) H O	49,768.06 23.98 35,970	51,261.10 24.67 37,005	52,798.94 25.42 38,130	54,382.87 26.16 39,240	56,014.39 26.95 40,425	57,694.83 27.79 41,685						
GRADE 13A Ex (6KA) H O	51,509.95 24.80 37,200	53,066.84 25.53 38,295	54,646.90 26.31 39,465	56,286.30 27.10 40,650	57,974.90 27.89 41,835	59,714.16 28.72 43,080						
GRADE 14 Ex (6L0) H O	53,251.84 25.62 38,430	54,861.36 26.41 39,615	56,494.88 27.18 40,770	58,189.72 27.99 41,985	59,935.41 28.84 43,260	61,733.46 29.69 44,535						
GRADE 14A Ex (6LA) H O	55,115.66 26.52 39,780	56,781.53 27.31 40,965	58,472.20 28.14 42,210	60,226.34 29.00 43,500	62,033.17 29.87 44,805	63,894.15 30.76 46,140						
GRADE 15 Ex (6M0) H O	56,979.44 27.42 41,130	58,701.64 28.25 42,375	60,449.50 29.09 43,635	62,263.00 29.95 44,925	64,130.89 30.85 46,275	66,054.81 31.75 47,625						
GRADE 15A Ex (6MA) H O	58,973.73 28.38 42,570	60,756.22 29.21 43,815	62,565.23 30.11 45,165	64,442.20 30.99 46,485	66,375.45 31.94 47,910	68,366.74 32.88 49,320						
GRADE 16 Ex (6N0) H O	60,968.02 29.31 43,965	62,797.06 30.21 45,315	64,680.96 31.10 46,650	66,621.41 32.05 48,075	68,620.06 32.99 49,485	70,678.65 33.99 50,985						
GRADE 16A Ex (6NA) H O	63,101.89 30.38 45,570	65,009.13 31.30 46,950	66,944.81 32.22 48,330	68,953.13 33.21 49,815	71,021.75 34.20 51,300	73,152.39 35.21 52,815						
GRADE 17 Ex (6O0) H O	65,235.77 31.37 47,055	67,207.51 32.33 48,495	69,208.63 33.30 49,950	71,284.89 34.29 51,435	73,423.44 35.32 52,980	75,626.15 36.37 54,555						
GRADE 17A Ex (6OA) H O	67,519.03 32.49 48,735	69,559.78 33.45 50,175	71,630.94 34.47 51,705	73,779.87 35.49 53,235	75,993.25 36.54 54,810	78,273.05 37.64 56,460						
GRADE 18 Ex (6P0) H O	69,802.26 33.61 50,415	71,912.04 34.61 51,915	74,053.27 35.66 53,490	76,274.86 36.73 55,095	78,563.09 37.82 56,730	80,919.96 38.96 58,440						
GRADE 18A Ex (6PA) H O	72,245.37 34.72 52,080	74,428.97 35.79 53,685	76,645.09 36.85 55,275	78,944.47 37.98 56,970	81,312.78 39.10 58,650	83,752.15 40.27 60,405						

GRADE		2016		2016		2016		2016		2016		2016	
		STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7						
GRADE 19 (6Q0)	Ex	74,688.46	76,945.93	79,237.00	81,614.06	84,062.50	86,584.37						
	H	35.92	37.01	38.12	39.28	40.44	41.65						
	O	53.880	55.515	57.180	58.920	60.660	62.475						
GRADE 19A (6QA)	Ex	77,302.53	79,639.02	82,010.25	84,470.58	87,004.69	89,614.85						
	H	37.19	38.30	39.45	40.63	41.86	43.12						
	O	55.785	57.450	59.175	60.945	62.790	64.680						
GRADE 20 (6R0)	Ex	79,916.63	82,314.14	84,783.56	87,327.08	89,946.88	92,645.30						
	H	38.46	39.60	40.80	42.01	43.27	44.58						
	O	57.690	59.400	61.200	63.015	64.905	66.870						
GRADE 20A (6RA)	Ex	82,713.71	85,213.73	87,750.97	90,383.52	93,095.02	95,887.87						
	H	39.80	41.00	42.22	43.46	44.76	46.13						
	O	59.700	61.500	63.330	65.190	67.140	69.195						
GRADE 21 (6S0)	Ex	85,510.79	88,095.36	90,718.41	93,439.95	96,243.14	99,130.44						
	H	41.12	42.36	43.64	44.96	46.30	47.68						
	O	61.680	63.540	65.460	67.440	69.450	71.520						
GRADE 21A (6SA)	Ex	88,503.66	91,178.68	93,893.56	96,710.37	99,611.67	102,600.01						
	H	42.59	43.86	45.17	46.53	47.92	49.35						
	O	63.885	65.790	67.755	69.795	71.880	74.025						
GRADE 22 (6T0)	Ex	91,496.57	94,262.06	97,068.69	99,980.75	102,980.17	106,069.57						
	H	44.03	45.34	46.71	48.09	49.53	51.03						
	O	66.045	68.010	70.065	72.135	74.295	76.545						
GRADE 22A (6TA)	Ex	94,698.94	97,561.22	100,466.09	103,480.08	106,584.49	109,781.99						
	H	45.54	46.89	48.31	49.76	51.25	52.78						
	O	68.310	70.335	72.465	74.640	76.875	79.170						
GRADE 23 (6U0)	Ex	97,901.30	100,860.38	103,863.49	106,979.42	110,188.79	113,494.45						
	H	47.08	48.50	49.92	51.44	52.96	54.60						
	O	70.620	72.750	74.880	77.160	79.440	81.900						
GRADE 23A (6UA)	Ex	101,327.87	104,390.51	107,498.74	110,723.66	114,045.37	117,486.76						
	H	48.72	50.19	51.69	53.26	54.84	56.49						
	O	73.080	75.285	77.535	79.890	82.260	84.735						
GRADE 24 (6V0)	Ex	104,754.40	107,920.62	111,133.96	114,467.96	117,902.02	121,439.06						
	H	50.37	51.90	53.45	55.03	56.68	58.39						
	O	75.555	77.850	80.175	82.545	85.020	87.585						
GRADE 24A (6VA)	Ex	108,420.82	111,697.84	115,023.63	118,474.35	122,028.58	125,689.46						
	H	52.13	53.69	55.32	56.98	58.70	60.46						
	O	78.195	80.535	82.980	85.470	88.050	90.690						

GRADE	2016			2016			2016			2016		
	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 25 Ex (6W0) H O	112,087.20 53.89 80.835	115,475.05 55.51 83.265	118,913.34 57.17 85.755	122,480.73 58.88 88.320	126,155.15 60.66 90.990	129,939.80 62.48 93.720						
GRADE 25A Ex (6WA) H O	116,010.26 55.80 83.700	119,516.68 57.47 86.205	123,075.28 59.21 88.815	126,767.55 60.97 91.455	130,570.60 62.82 94.230	134,487.69 64.66 96.990						
GRADE 26 Ex (6X0) H O	119,933.30 57.67 86.505	123,558.29 59.40 89.100	127,237.24 61.18 91.770	131,054.36 63.01 94.515	134,985.98 64.92 97.380	139,035.57 66.85 100.275						
GRADE 26A Ex (6XA) H O	124,130.97 59.68 89.520	127,882.84 61.50 92.250	131,690.58 63.33 94.995	135,641.28 65.25 97.875	139,710.50 67.20 100.800	143,901.84 69.20 103.800						
GRADE 27 Ex (6Y0) H O	128,328.65 61.73 92.595	132,207.37 63.59 95.385	136,143.88 65.47 98.205	140,228.18 67.44 101.160	144,435.03 69.46 104.190	148,768.08 71.54 107.310						
GRADE 27A Ex (6YA) H O	132,820.14 63.85 95.775	136,834.63 65.77 98.655	140,908.89 67.76 101.640	145,136.16 69.78 104.670	149,490.25 71.90 107.850	153,974.96 74.05 111.075						
GRADE 28 Ex (6Z0) H O	137,311.65 66.04 99.060	141,461.90 68.01 102.015	145,673.94 70.07 105.105	150,044.14 72.16 108.240	154,545.47 74.33 111.495	159,181.85 76.56 114.840						
GRADE 28A Ex (6ZA) H O	142,117.56 68.33 102.495	146,413.07 70.38 105.570	150,772.52 72.50 108.750	155,295.71 74.66 111.990	159,954.57 76.91 115.365	164,753.21 79.22 118.830						
GRADE 29 Ex (600) H O	146,923.46 70.66 105.990	151,364.25 72.77 109.155	155,871.14 74.96 112.440	160,547.26 77.21 115.815	165,363.64 79.54 119.310	170,324.55 81.92 122.880						
GRADE 29A Ex (60A) H O	152,065.77 73.14 109.710	156,661.96 75.34 113.010	161,326.60 77.58 116.370	166,166.38 79.91 119.865	171,151.38 82.32 123.480	176,285.92 84.80 127.200						
GRADE 30 Ex (610) H O	157,208.13 75.60 113.400	161,959.72 77.86 116.790	166,782.09 80.22 120.330	171,785.55 82.62 123.930	176,939.09 85.08 127.620	182,247.29 87.63 131.445						
GRADE 30A Ex (61A) H O	162,710.38 78.25 117.375	167,628.31 80.60 120.900	172,619.45 83.01 124.515	177,798.05 85.49 128.235	183,131.99 88.03 132.045	188,625.93 90.70 136.050						

GRADE	2016			2016			2016			2016			2016		
	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	STEP AL2	STEP AL3	STEP AL4
GRADE 31	Ex	168,212.68	173,296.91	178,456.84	183,810.54	189,324.84	195,004.61								
(620)	H	80.86	83.30	85.82	88.40	91.03	93.78								
	O	121.290	124.950	128.730	132.600	136.545	140.670								
GRADE 31A	Ex	174,100.13	179,362.29	184,702.83	190,243.91	195,951.22	201,829.76								
(62A)	H	83.71	86.23	88.79	91.50	94.21	97.03								
	O	125.565	129.345	133.185	137.250	141.315	145.545								
GRADE 32	Ex	179,987.56	185,427.69	190,948.81	196,677.28	202,577.61	208,654.93								
(630)	H	86.56	89.14	91.80	94.58	97.43	100.33								
	O	129.840	133.710	137.700	141.870	146.145	150.495								
GRADE 32A	Ex	186,287.12	191,917.63	197,632.02	203,560.97	209,667.83	215,957.86								
(63A)	H	89.60	92.26	95.05	97.90	100.83	103.85								
	O	134.400	138.390	142.575	146.850	151.245	155.775								
GRADE 33	Ex	192,586.69	198,407.62	204,315.22	210,444.67	216,758.01	223,260.76								
(640)	H	92.60	95.38	98.23	101.19	104.22	107.36								
	O	138.900	143.070	147.345	151.785	156.330	161.040								
GRADE 33A	Ex	199,327.23	205,351.89	211,466.25	217,810.24	224,344.54	231,074.88								
(64A)	H	95.83	98.73	101.69	104.73	107.87	111.12								
	O	143.745	148.095	152.535	157.095	161.805	166.680								
GRADE 34	Ex	206,067.78	212,296.18	218,617.32	225,175.80	231,931.08	238,889.01								
(650)	H	99.09	102.07	105.12	108.27	111.52	114.87								
	O	148.635	153.105	157.680	162.405	167.280	172.305								
GRADE 34A	Ex	213,280.15	219,726.52	226,268.90	233,056.96	240,048.67	247,250.14								
(65A)	H	102.56	105.64	108.79	112.05	115.42	118.88								
	O	153.840	158.460	163.185	168.075	173.130	178.320								
GRADE 35	Ex	220,492.49	227,156.89	233,920.50	240,938.13	248,166.24	255,611.25								
(660)	H	106.04	109.22	112.47	115.86	119.34	122.91								
	O	159.060	163.830	168.705	173.790	179.010	184.365								
GRADE 35A	Ex	228,209.74	235,107.39	242,107.72	249,370.94	256,852.07	264,557.62								
(66A)	H	109.72	113.02	116.41	119.92	123.50	127.20								
	O	164.580	169.530	174.615	179.880	185.250	190.800								
GRADE 36	Ex	235,926.97	243,057.88	250,294.93	257,803.79	265,537.88	273,504.03								
(670)	H	113.44	116.86	120.34	123.95	127.69	131.53								
	O	170.160	175.290	180.510	185.925	191.535	197.295								
GRADE 36A	Ex	244,184.43	251,564.90	259,055.25	266,826.90	274,831.71	283,076.65								
(67A)	H	117.39	120.92	124.54	128.29	132.13	136.10								
	O	176.085	181.380	186.810	192.435	198.195	204.150								